EXECUTIVE SECRETARY /BOOKKEEPER **CITY CLERK'S OFFICE**

DEFINITION:

Under the general supervision of the City Clerk to perform a variety of secretarial and office duties, and perform other duties as required.

DUTIES:

- Schedules appointments and weddings for City Clerk;
- Schedules the use of Council Chambers and Room 128, types and sends out monthly calendar for reservations;
- Drafts correspondence for Clerk and Council members and all parking ticket problems;
- Rechecks cash drawers and mail, voucher forms and makes daily bank deposit;
- Responsible for all bookkeeping for office, records balances of daily deposits, balances out ledger of accounts payable book, payment vouchers for overpayments and reimbursements for Clerk and City Council travel;
- Orders supplies needed for office, types requisitions, and works with vendors on parking tickets, receipts, notices, etc.;
- Types certificates of appointments for Police and Fire Departments and City Council;
- Delivers and picks up all legals posted in newspaper;
- Shows Council video tapes if they need to be reviewed;
- Prepares monthly reports of handicap parking permits and all Animal Control and Board of Health revenues collected;
- Goes to court every Wednesday with copies of City Ordinances for trials;
- Issues news media parking permits;
- In charge of Cataloging Indiana Burns statute and puts new code supplements in books;
- Files certificates of all appointments by Mayor, Board of Safety, and City Council and maintains office filing systems;
- Works City Council meetings when needed;
- Notifies news media for City Council;
- Types and keeps books on Boards and Commissions of appointments;
- Maintains list of City code subscribers within city departments and outside subscribers. Sends out letters quarterly and sells supplements to subscribers;
- Packs in boxes paid tickets and receipts and City Council video tapes and takes them to the basement storage area;
- Looks up City ordinances for public and city departments;
- Types monthly and end of year parking ticket report;
- Looks up old court dockets as needed;
- Handles all front office duties, including but not limited to answering the phone, working front counter daily, etc.

REQUIREMENTS:

- High school education or equivalent supplemented by typing, data entry, and bookkeeping courses;
- Two years experience in office practices and procedures;
- Types 75 words per minute accurately and transcribes from tape or other dictating devices;
- Knowledge of correct punctuation, spelling and grammatical usage;
- Ability to keep accurate financial records;
- Establish effective relations with other employees and with the public at all times.

DIFFICULTY OF WORK:

Incumbent must be able to conduct a variety of office clerical functions. This position because of its confidential nature consists of moderately complex, relatively standardized work requiring original thinking in meticulously addressing the direct concerns of the clerk.

RESPONSIBILITY:

Incumbent is responsible for handling questions and complaints requiring tact and judgement. Errors such as mathematical or grammatical in decision or work are either readily detected and/or through supervisory review.

PERSONAL WORK RELATIONSHIPS:

Contacts are with persons employed in other units of City government, i.e. Mayor's Office, Parking Administration, Board of Health, Animal Control, Police and Fire Departments; and with public to exchange information, handle questions and complaints such as parking ticket problems, etc.

SUPERVISION:

No supervisory responsibilities are required by incumbent.

CITY CLERK'S OFFICE

EXECUTIVE SECRETARY/BOOKKEEPER (CONFIDENTIAL)

DEFINITION

Under general supervision of the City Clerk perform a variety of secretarial and office duties; perform other duties as required.

EXAMPLES OF DUTIES

Schedules appointments; gives information to callers and relieves officials of clerical and minor administrative detail; reads and routes incoming mail; takes dictation and transcribes it using a typewriter; composes and types routine correspondence; answers telephone; maintains filing systems; operates standard office machines; maintains account books; prepares calendar of events scheduled for Council Chambers and Committee Room; type communications for Clerk and Council members; balancing of daily cash with parking violations and preparing daily cash deposits and taking them to the bank.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination equivalent to four years of high school, including or supplemented by courses in typing and shorthand and two years of secretarial experience.

KNOWLEDGE AND ABILITIES

Knowledge of office procedures and practices; ability to use standard office machines; ability to type accurately at a rate of 60 words per minute and to take dictation at a rate of 90 words per minute; knowledge of correct punctuation, spelling and grammatical usage; ability to keep accurate financial records; ability to establish effective relations with other employees and with the public at all times.

IMMEDIATE SUPERVISOR City Clerk

HOURS 8:00 a.m. - 5:00 p.m. Work Council meetings when needed.

SALARY: Labor Grade 5

REVISED: 1984

VIOLATIONS CLERK **CITY CLERK'S OFFICE**

Under the general supervision of the City Clerk and office supervision to perform a variety of office duties including collecting payments for parking violations and perform other duties as required.

DUTIES

- Collects payments for parking violations;
- Counts, separates, and files the tickets turned in by the Police and Fire Departments, Board of Works/Abandoned Vehicle, Parking Administration;
- Enters information from the tickets into computer;
- Hands out parking ticket books to the officers and enters the numbers into computer;
- Opens, sorts, pulls, and verifies mail payments;
- Balances cash drawers every day with tickets;
- Makes out meter checks;
- Keeps log of delinquent tickets and sends out notices;
- Makes a monthly report of number of tickets in each department (Police, Fire, Parking Administration, Board of Works/Abandoned Vehicles);
- Keeps ticket books and receipts in order and available;
- Gives out general information and answers questions about tickets, building information, etc.

REQUIREMENTS

- High school graduate or equivalent and supplemented by typing, data entry, and math courses;
- Six months to a year experience in office practices and procedures, and data entry;
- Type 60 words per minute accurately;
- Experience in handling money;
- Be able to establish effective relations with other employees and the public at all times;
- Must be able to do all jobs in department to fill in when needed.

DIFFICULTY OF WORK

Incumbent must be able to follow specific instructions and guidelines of routine office operations in a regular office environment. Work consists of some complexity requiring a moderate degree of improvisation in dealing with "irate" clientele which brings frequent stress to the otherwise good working conditions of the office environment.

RESPONSIBILITY

Incumbent has little or no opportunity to make choices in carrying out routine tasks. Errors in work such as mathematical are readily detected and/or corrected through supervisory review.

PERSONAL WORK RELATIONSHIPS

Frequent daily contacts with other units of City government, i.e. Police and Fire Department officers, Parking Administration officers, co-workers, and with the public to exchange information such as questions about parking violations, handle questions and complaints with tact and judgement to carry out policies and maintains coordination.

SUPERVISION

No supervisory responsibilities are required by incumbent.

CITY CLERK'S OFFICE

VIOLATIONS CITIZENS' ADVOCATE - (CONFIDENTIAL)

DEFINITION

Under general direction of City Clerk and office supervisor, perform a variety of office duties including, input of parking violations into Data system; perform other duties as required.

EXAMPLE OF DUTIES

Enter all information from parking violations into computer system and balance data sheet at end of day. Maintain "greens" paid file on all parking violations; issue and maintain records of parking ticket books to Parking Control officers, police officers and Baer Field Police and enter this information into computer; take legal ads for Council to newspaper; pick up City Council video tapes at City Library and maintain file on same in office and answer phone when needed.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination equivalent to four years of high school, and/or experience, including or supplemented by courses in typing and 2 years expetience in clerical work, including some data entry duties.

KNOWLEDGE AND ABILITIES

Knowledge of office procedures and practices; ability to type at a rate of 50 words per minute and the ability to adapt typing ability to computer input; ability to establish and maintain effective relations with other employees and with the public.

IMMEDIATE SUPERVISOR: City Clerk

Hours; 8:00 a.m. - 5:00 p.m.

SALARY: Labor Grade 5

REVISED: 1985

RECEPTIONIST/CLERK **CITY CLERK'S OFFICE**

Under the general supervision of City Clerk and office supervisor to perform a variety of duties including input of parking violations into computer, and other duties as required.

DUTIES

- Answers phones (parking ticket complaints, meter checks, council information, and directing calls within the department and to other departments);
- Collects Animal Control and Board of Health fines;
- Sells handicap parking permits and maintains control over the complete system;
- Copies City Ordinances and supplements to City codes;
- Files claims against the City with Law Department and Risk Management Offices;
- Balances daily cash summary sheet with daily deposits;
- Finds new addresses on violations returned, types and sends out notices and enters information into computer;
- Maintains paid file on all parking violations;
- Sends out letters to dealers to see who purchased cars with dealer's plates, types and sends billings to proper person;
- Picks up Police tickets every day;
- Finds ordinances for other departments and the public;
- Finds dockets and dispositions when needed.

REQUIREMENTS

- High school graduate or equivalent and supplemented by typing, computer, data entry, office machines, and math courses;
- Six months to a year experience in office practices, procedures and data entry;
- Be able to deal effectively with the public and other employees.
- Be able to make correct change;
- Type 55 words per minute accurately.
- Must be able to do all jobs in department of which require practical application of moderately complex practices and techniques to fill in when needed.

DIFFICULTY OF WORK

Incumbent must be able to follow specific instructions and guidelines such as simple office skills and abilities in a regular office environment. Work consists of some complexity requiring a moderate degree of improvisation in dealing with "irate" clientele which brings frequent stress to the otherwise good working conditions of the office environment.

RESPONSIBILITY

Incumbent has little or no opportunity to make choices in carrying out routine tasks. Errors in work are readily detected and/or corrected through supervisory review.

PERSONAL WORK RELATIONSHIPS

Frequent daily contacts with other units of City government, i.e. Board of Health, Animal Control and Police Department; and with the public to exchange information, handle questions and complaints with tact and judgement to carry out policies and maintains coordination.

SUPERVISION

No supervisory responsibilities are required by incumbent.

CITY CLERK'S OFFICE

VIOLATIONS CITIZENS' ADVOCATE - (CONFIDENTIAL)

DEFINITION

Under general direction of City Clerk and office supervisor, perform a variety of office duties including, input of parking violations into Data system; perform other duties as required.

EXAMPLE OF DUTIES

Enter all information from parking violations into computer system and balance data sheet at end of day. Maintain "greens" paid file on all parking violations; issue and maintain records of parking ticket books to Parking Control officers, police officers and Baer Field Police and enter this information into computer; take legal ads for Council to newspaper; pick up City Council video tapes at City Library and maintain file on same in office and answer phone when needed.

EMPLOYMENT STANDARDS

EDUCATION AND EXPERIENCE

Any combination equivalent to four years of high school, and/or experience, including or supplemented by courses in typing and 2 years expetience in clerical work, including some data entry duties.

KNOWLEDGE AND ABILITIES

Knowledge of office procedures and practices; ability to type at a rate of 50 words per minute and the ability to adapt typing ability to computer input; ability to establish and maintain effective relations with other employees and with the public.

IMMEDIATE SUPERVISOR: City Clerk

Hours; 8:00 a.m. - 5:00 p.m.

SALARY: Labor Grade 5

REVISED: 1985

POSITION TITLE: Associate Director of Marketing

DEPARTMENT: Parks & Recreation

Working under the Director of Parks and Recreation incumbent manages and coordinates all long range planning and all marketing functions of the Parks and Recreation Department.

DUTIES:

- Oversees and directs strategic planning, long range physical planning, marketing research and resource development;
- Prepares,, coordinates and supervises all promotional activities and publications;
- Supervises and coordinates market research;
- Serves as a marketing resource for departmental divisions;
- Supervises public relations activities;
- Reviews physical planning documents, such as the Master Plan, Strategic Marketing Plan and Capital Improvements Plan, to ensure compliance with departmental objectives;
- Reviews and evaluates various technical procedures, such as registration policies, pricing policies, etc., to develop better techniques;
- Coordinates the preparation and review of plans, budgets and cost estimates prepared by subordinates for the divisions in his or her operational group.

REQUIREMENTS:

- Any combination of education and experience equivalent to a Master's degree with major course work in marketing, urban planning, recreation administration, public administration or a related field;
- Equivalent of three years progressively responsible experience in planning or marketing;
- Broad knowledge of the principles of pricing, promotion and distribution as applied to public parks and recreation administration;
- Ability to establish and maintain cooperative working relationship with department managers, operating staff and the general public;
- Ability to develop new methods of operation and program improvement in such areas as reporting registration and computer application;
- Ability to deal with unprecedented types of problems involving public park promotion by developing new methods and techniques for marketing publicly run programs;

DIFFICULTY OF WORK:

Incumbent must use creativity to develop new approaches applying the basic principles of marketing to public programs. Due to the newness of the concept of marketing public parks

guidelines in the field are non-existent. The work involves extensive study into new and untested areas to find methods of marketing that have a significant impact on the success of park programs. Such principles as pricing, promotion and distribution must be reworked to fit the special requirements of public programs.

RESPONSIBILITY:

Incumbent makes major contributions to the application of planning and marketing to the current practices and policies of the Parks Department. The general purpose of the Marketing Department is indicated but specific guidance on achieving the stated objectives is not. Marketing decisions and planning recommendations are reviewed to ensure compliance with Parks Department objectives.

PERSONAL WORK RELATIONS:

Incumbent encounters a variety of community and interest groups, planning agencies, media personnel, business sponsors and the general public in addition to all the departments within the Parks and Recreation Department. Contacts involve explaining necessary changes of procedures, interpreting the recreational needs of the community, promoting programs to the public, maintaining coordination with business and individual sponsors of park programs and disseminating information to all interested parties.

SUPERVISION:

Incumbent directly supervises one to three employees in the Marketing Department, coordinating all projects undertaken by the incumbent's department, including assigning work and checking results.

JB DESCRIPTION DRAFT:NOT FOR PUBLICATION

ASSOCIATE DIRECTOR FOR MARKETING
(ASSOCDR3) 850 PARK DEPARTMENT

UNIT: MARKETING (Staff and Administration)

I. DEFINITION

This is highly responsible administrative and professional work assisting the Director in the direction of a major operational group within a large municipal park and recreation department.

The employee, under the supervision of the Director of Parks and Recreation, is responsible for organizing and coordinating the activities of various units of the department to provide park and recreational service including recreation, parks and horticulture and the zoo.

Supervises large numbers of employees through division heads and subordinate supervisors. Person must have interpersonal skills to train, direct, and evaluate subordinates.

Work is reviewed by the Director of Parks and Recreation.

II. EXAMPLES OF DUTIES

A. Major activities may include:

1. Coordinating work by bringing people together, clarifying misunderstandings, collecting and disseminating information,

2. Cordinates the preparation and review of plans, budgets and cost estimates prepared by subordinates for the divisions in his or her operational group.

3. Responsible for the the selection and training of departmental employees in his or her operational group.

4. Supervises the preparation of reports covering the operational group's activities in providing park and recreational services and programs.

B. Minor Activities may include:

1. Supervises the implementation of management policies, plans, procedures and management control reports.

2. Designing and installing effective technical procedures.

3. Coordination of part-time functions such as public relations or personnel activities within the scope of the programs.(Employee may not do the work personally, but will see that the necessary things are done.)

4. Working out and suggesting methods of operation and program improvement such as reporting, use of equipment, including computer applications, seeing the necessary things are done according to the plans.

III. EMPLOYMENT STANDARDS

A. REQUIREMENTS OF POSITION

1. Any combination of education and experience equivalent to graduation from a four year college with major course work in park and recreation administration, public administration, or related fields.

2. Considerable knowledge of the principles, purposes, practices, and objectives of modern public parks and recreation administration.

3. Ability to organize, plan and coordinate the work of interrelated units of a large and diverse operational group.

4. Ability to express concepts, ideas and supporting facts effectively in both oral and written forms and a sensitivity to the choice of the most effective methods.

5. Ability to establish and maintain effective working relationships with managers, operating employees and the general public.

6. Able to work within a flexible schedule including evening and weekend assignments.

B. DESIRABLE EXPERIENCE AND TRAINING

1. Considerable responsible administrative experience within the department or its equivalent at the operational and program levels of a similar park and recreation department.

2. Increasingly responsible supervisory or administrative experience.

3. Some experience as a volunteer in community service work.

4. Demonstrated ability in writing reports, proposals, contracts, and articles in either professional journals or trade publications. Experience in speaking to professional organizations and community groups.

IV. NOTE: Additional discussion as to the rationale of the

to the choice of the most effective methods.

6. Ability to establish and maintain effective working relationships with managers, operating employees and the general public.

7. Able to work within a flexible schedule including evening and weekend assignments.

K. DESIRABLE EXPERIENCE AND TRAINING

1. Considerable responsible administrative experience within the department or its equivalent at the operational and program levels of a similar park and recreation department.

2. Increasingly responsible supervisory or administrative experience.

3. Some experience as a volunteer in community service work.

4. Demonstrated ability in writing reports, proposals, contracts, and articles in either professional journals or trade publications. Experience in speaking to professional organizations and community groups.

5. Membership in professional association or society in related field.

MANAGER OF DEVELOPMENT **PARKS & RECREATION**

DEFINITION:

Working under the Associate Director of Marketing incumbent is responsible for developing strategies to generate non-general fund resources to support park and recreation programs, projects and capital resources.

DUTIES:

- Develop strategies to generate non-general fund resources;
- Develop and maintain lasting, mutually beneficial relationships with potential sponsors, donors and other contributors;
- Solicit and accept donations, sponsorships and partnerships;
- Identify, through staff input, externally fundable priorities based on long and short range departmental plans;
- Set guidelines and establish policies for solicitation of program sponsors, donors and other contributors;
- Coordinate efforts of park staff in developing a resource development plan- including the identification of needs, coordination of fund raising activities, provision of administrative support, fund accounting and program reporting;
- Creates and maintains data base of corporations, foundations, governmental entities, etc. with an interest in parks and recreation, department programs, activities and facilities;
- Coordinates fund raising or sponsorship activities of all departmental staff;
- Analyzes rejected requests to improve presentation and better target potential givers/sponsors/partners;
- Performs other duties as required.

REQUIREMENTS:

- Any combination of education or experience equivalent to a Bachelor's degree with major course work in marketing, communication, parks and recreation or a related field;
- Equivalent of two years experience in public relations, fund development, marketing or communications;
- Specialized knowledge of the principles, practices and objectives of sponsorship development, private and corporate giving and grants;
- Ability to communicate concepts, ideas and supporting facts in both written and oral form with sensitivity to the most effective method;
- Ability to establish and maintain an effective working relationship with administrative staff, fellow managers and other departmental employees as well as the general public and particularly individuals and corporations targeted as potential givers.

DIFFICULTY OF WORK:

Incumbent must use judgement in determining which method of non-general fund resource development best suits the particular conditions of each case. Since guidelines are not always clearly applicable and interrelationships are often difficult to ascertain individual diagnosis is necessary to determine the most effective strategy.

RESPONSIBILITY:

Incumbent is responsible for the development of non-general fund resources and has substantial input into recommendations for achieving this development. Supervisory review of problems is exercised only at the request of the incumbent. Work may be reviewed for soundness of judgement and to ensure conformance with departmental policy.

PERSONAL WORK RELATIONSHIPS:

Incumbent encounters a variety of persons, officials and representatives of organizations for the purpose of developing sponsorships and partnerships and explaining the benefits of these relationships for the sponsor and the Fort Wayne community as a whole.

SUPERVISION:

Incumbent in this position does not directly supervise any employees.

POSITION TITLE: Supervisor of Athletics

DEPARTMENT: Parks & Recreation

Working under the Manager of Sports and Outdoor Recreation incumbent plans, coordinates and directs a comprehensive program of sport/athletic leagues, tournaments and instructional classes and coordinates scheduling for athletic fields and facilities.

DUTIES:

- Oversees and directs athletic leagues and sports programs throughout the City of Fort Wayne;
- Develops and maintains schedules for athletic fields and facilities;
- Supervises staff of athletic instructors, including selection, evaluation and discipline as required;
- Promotes sports events to the general public, answering questions and disseminating scheduling and related information on a regular basis; works with the marketing department in developing press releases, brochures and public service announcements as necessary;
- Compiles data on league play, and prepares monthly and annual reports on athletic programs and finances;
- Performs other duties as required;

REQUIREMENTS:

- Any combination of work experience or academic pursuit equivalent to a Bachelor's degree, and two years experience in Sports Management;
- Ability to communicate effectively, orally and in writing, in order to manage staff, and deal with athletic leagues and the general public;
- Ability to organize work and provide leadership to staff;
- Specialized knowledge of the principles and practices of sports management and the ability to apply the standard methods and practices of the field;
- Ability to assist supervisor in developing and projecting plans and programs designed to expand current programs or incorporate new ones;

DIFFICULTY OF WORK:

Incumbent will encounter problems of substantial intricacy, such as determining how to develop and promote park sport programs so the programs attract participants currently being served by private organizations. Individual diagnosis and treatment of problems will be required. Incumbent will need judgement and flexibility to adapt standard methods of sports management to accommodate the diverse attitudes and needs of participants in park sponsored sports programs.

RESPONSIBILITY:

Incumbent and supervisor will work together to develop the parameters of the position. Incumbent will have substantial contribution on decisions and recommendations for program development and overall operation. Complex problems or questions and deviations from guidelines or precedent are referred to the supervisor at the discretion of the employee.

PERSONAL WORK RELATIONSHIPS:

Incumbent encounters a wide range of contacts including private citizens and representatives of business and community agencies. Purposes of contacts are for the continual coordination of sport and athletic programs, explanation and interpretation of the rules governing park sport programs, and the fulfillment of the stated policies of the Parks Department regarding sport and athletic programs.

SUPERVISION:

As Supervisor of Athletics incumbent directly supervises a staff of four to nine employees and has the authority to hire, discipline and terminate employees.

POSITION TITLE: Supervisor of Arts & Crafts

DEPARTMENT: Parks & Recreation

Working under the Recreation Services Manager, incumbent plans, coordinates and directs a comprehensive program of arts and crafts.

DUTIES:

- Oversees and directs the operation of all arts and crafts classes offered by the Park Department;
- Teaches numerous and varied classes in the areas of arts, crafts and hobbies;
- Locates and supervises instructors to teach classes;
- Develops and maintains schedules necessary for the operation of arts and crafts program;
- Locates and reserves sites for arts and crafts classes;
- Promotes classes to the general public, answering questions and disseminating information on a regular basis; assists in public speaking promoting the program; works with the Marketing Department in developing press releases and public service announcements as necessary;
- Develops and maintains cooperative working relationships with local hobby and art interest groups, area colleges' art departments and the general public;
- Attends numerous and varied meetings, such as neighborhood associations, parent-teacher associations and church groups, to describe and promote the classes;
- Coordinates special arts and crafts events and workshops at the Senior Center, McCulloch Center, the Funmobile, and special arts and crafts programs at playgrounds and after school;
- Stocks and maintains inventory for craft classes;
- Prepares correspondence and monthly reports pertaining to the operation of arts and crafts events;
- Performs other duties as required;

REQUIREMENTS:

- Any combination of work experience or academic pursuit equivalent to a Bachelor's degree and two years experience in Recreation, Art or a related field;
- Ability to communicate effectively in order to instruct groups in the basics of arts, crafts and hobbies, manage volunteer and contracted instructors, and deal with the general public;
- Ability to develop and project plans and programs designed to expand current programs or to incorporate new ones;
- Practical knowledge of the practice of numerous arts, crafts and hobbies, such as ceramics, needlepoint, woodworking, etc.;
- Ability to apply new developments in the field of arts and

crafts;

DIFFICULTY OF WORK

Incumbent works with generally accepted methods and procedures, however, judgement is needed in adapting standard methods to fit various situations. The work involves the continual coordination of classes, boutiques, and workshops restricted to the area of arts, crafts and hobbies. Consideration to new areas of development, that are not clearly evident, is essential.

RESPONSIBILITY

Incumbent and the Recreation Services Manager will work together to develop the parameters of the position based on departmental guidelines and policies. A considerable portion of the work will entail program development and feasibility studies in conjunction with teaching and supervisory duties. Complex problems or questions and deviations from guidelines or precedent are referred to the Recreation Services Manager.

PERSONAL WORK RELATIONSHIPS

Incumbent encounters a wide range of contacts including private citizens and representatives of governmental, business and community agencies. Purposes of contacts are for explanation/interpretation to render service, carry out policy and to maintain coordination.

SUPERVISION

Incumbent oversees the recruitment and hiring of individuals to teach art, craft and hobby classes, on contract and volunteer, and has the authority to discipline or terminate instructors.

SUPERVISOR OF LEISURE EDUCATION **PARKS AND RECREATION**

Working under the Manager of Recreational Services incumbent plans, develops and implements a year-round schedule of adult recreation classes and workshops in a variety of leisure related topics.

DUTIES:

- Oversees and directs the operation of adult recreation classes and workshops and a variety of leisure related activities, including the craft program for summer playgrounds;
- Supervises volunteers, contractual agents and other employees involved in the activities and services provided for adult recreation and for the summer playgrounds;
- Develops and maintains cooperative working relationships with users, interest groups, community organizations and other patrons;
- Stocks and maintains necessary supplies, materials and equipment;
- Assists in the development of policies and procedures and their implementation;
- Prepares correspondence and monthly reports pertaining to the operation of adult recreation classes and workshops and summer playgrounds;
- Assists supervisor in the preparation of budgets and financial projections and in the determination of fee/price structure for services;
- Participates as a member of internal and external committees, task forces, ad hoc groups, etc.;
- Coordinates with and assists other supervisors and managers in the leisure service division;

REQUIREMENTS:

- Any combination of work experience or education equivalent to a Bachelor's degree and two years experience in Recreation, Leisure Services or a related field;
- Ability to communicate effectively in order to instruct program participants and manage contracted instructors;
- Specialized knowledge of the principles, practices and objectives of leisure service activities;
- Ability to apply the generally accepted methods utilized in the delivery of leisure services;
- Ability to work a flexible schedule, including some evenings and weekends when required;
- Current registration or certification as a Professional Recreation practitioner or equivalent or the ability to obtain such registration within one year of service;
- Valid Driver's License and own transportation.

DIFFICULTY OF WORK:

Incumbent works with generally accepted methods of leisure service delivery but judgement is needed in adapting standard methods to diverse situations and problems. The work involves the continual coordination of classes, events and other activities for adult recreation and summer playgrounds, and necessitates handling a number of very detailed considerations. The incumbent will be expected to work inside and outside as programs are held indoors and outdoors as the weather and scheduling dictates.

RESPONSIBILITY:

Incumbent and supervisor will work together to develop the parameters of the position based on departmental guidelines and policies. A substantial portion of the work involves recommendations for program development. Complex problems and deviations from guidelines must be referred to the supervisor.

PERSONAL WORK RELATIONSHIPS:

Incumbent encounters persons employed by other leisure service organizations as well as other park staff and program participants. These contacts are necessary to explain and organize programs and carry out departmental policies.

SUPERVISION:

As a Supervisor of Leisure Education incumbent directly supervises four to nine employees and/or program instructors and is responsible for selection, training and evaluation.

POSITION TITLE: Executive Assistant
DEPARTMENT: Mayor's Office

Under direction of the Mayor and the Mayor's Chief of Staff, the incumbent acts as an aide to the Mayor of the City of Fort Wayne.

DUTIES

* Schedules mayoral activities, setting objectives and priorities;
* Screens/channels and follows through on mayoral phone calls/correspondence, maintaining such records;
* Coordinates special projects and events, as well as mayoral correspondence and public statements;
* Assists in the marketing/public relations of the City of Fort Wayne, and handles citizen complaints;
* Acts as confidential aide to the Mayor;
* Represents the Mayor at various functions/special events;
* Attends assorted meetings with/for the Mayor;
* Channels information between the Mayor's staff members, department heads and the Mayor;
* Acts as liaison between Mayor and various public/civic groups;
* Prepares the Mayor's weekly media schedule and daily appointment schedule;
* Keeps abreast of all pertinent information related to the City of Fort Wayne;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to a Baccalaureate degree and 4.5 years secretarial/public relations experience;
* Effective oral and written communications skills conducive to public relations/liaison activities;
* Computer literacy;
* Time management and administrative skills;
* Ability to efficiently and cost-effectively coordinate special projects and events;
* Liaison skills contributive to maintaining good relations between all relative parties;
* Ability to effectively aide the Mayor of the City of Fort Wayne;
* Continually updated knowledge of all pertinent information related to the City of Fort Wayne;
* Valid drivers licence.

DIFFICULTY OF WORK

The incumbent is expected to aide the Mayor in all phases of activity scheduling and oral/written communication transactions. The incumbent is also expected to promote good public relations and act as liaison between parties often representing different or competing interests. The success of these complex duties, carried out within departmental guidelines, requires considerable originality of planning and implementation. The general methods of carrying out such duties are subject to intermittent review.

RESPONSIBILITY

The incumbent's operations directly effect the image of the Mayor and City government, the efficient use of the Mayor's time and energies, and the effective communication between the Mayor's staff members, department heads and the Mayor. As a Mayoral aide, the incumbent handles highly confidential information.

PERSONAL WORK RELATIONSHIPS

Persistent daily contact with the public, governmental staff, department heads and officials, and public/private organizational representatives occur throughout all aspects of the work. Such communication is necessary in order to explain procedures, interpret guidelines, resolve problems, and represent the Mayor/City of Fort Wayne.

SUPERVISION

This position entails no supervisory duties.

EXECUTIVE ASSISTANT

MAYOR'S OFFICE

Examples of Responsibilities

Sets priorities for the Mayor's time; schedules appointments for the Mayor; responsible for channeling information between the Mayor's staff; the Mayor and department heads; reviews correspondence and refers to the appropriate person within City government; handles citizen complaints and problems in lieu of the Mayor; the Mayor's personal liaison to labor and to other civic groups; determines which personal appearances the Mayor will make, coordinates and advances the Mayor's personal appearances; coordinates the preparation of Mayoral correspondence and statements; prepares the Mayor's weekly media schedule and daily appointment schedule; guarantees access to the Mayor by the media; acts as an official and unofficial spokesman for the administration; keeps abreast of all pertinent information relating to the City.

LICENSE NEEDED: Valid Driver's License if City Vehicle used

IMMEDIATE SUPERVISOR: Mayor

SALARY: Labor Grade 15; Exempt

HOURS: 8:00 A.M. - 5:00 P.M. ; may vary depending on need

EXECUTIVE SECRETARY VIII 610 MAYOR'S OFFICE

Definition

Under general supervision, perform a variety of difficult secretarial and office duties; perform other duties as required.

Examples of Duties

Maintains official City records, including correspondence to and from the Mayor; prepares memoranda outlining and explaining administrative procedures and policies for all employees; oversees the work of other clerical workers; takes and transcribes dictation and composes letters; handles matters of a confidential nature involving administrative policies and procedures; keeps abreast of all pertinent information relating to the City.

Employment Standards

Education and Experience: Any combination equivalent to graduation from high school, including or supplemented by courses in typing and shorthand, and four years of secretarial experience.

Knowledge and Abilities: Knowledge of office procedures and practices; ability to use standard office machines; ability to type accurately at a rate of 75 words per minute and to take dictation at a rate of 100 words per minute; knowledge of correct punctuation, spelling, and grammatical usage; ability to establish and maintain effective relations with other employees and with the public.

LICENSE NEEDED: None

IMMEDIATE SUPERVISOR: Administrative Assistant

HOURS: 8:00 a.m. to 5:00 p.m.; may fluctuate depending on need.

SALARY Labor Grade 8; Exempt

REVISED:

POSITION TITLE: Administrative Assistant
DEPARTMENT: Mayor's Office

Under direction of the Mayor's Chief of Staff, the incumbent assists in the planning, implementation and execution of various departmental policies and projects.

DUTIES

* Assists in the development, coordination and implementation of the City of Fort Wayne's public relations and marketing programs;
* Researches and prepares local/state/federal funding and grant proposals;
* Coordinates and assists various task forces for Common Council and mayoral projects, maintaining a working relationship with Common Council and its support staff;
* Serves as liaison between the department and other local, state, and Federal agencies, as well as various public/private sector enterprises, including but not limited to entities such as: Fort Wayne and Allen County commissions, boards and task forces, Fort Wayne Chamber of Commerce, Fort Wayne Community Schools, and Coalition of Youth Services;
* Assists in planning and editing reports, including but not limited to reports such as: budgets, special projects, task force, police/fire, Common Council, media projects, annexation, and needs assessment;
* Performs technical/clerical functions inherent to duties;
* Represents the Mayor in various community/social functions at citizens' request, including but not limited to gatherings of: Foster Home Probation, CANI, Fort Wayne Black Expo, Cable Advisory Board, NAACP, and Coalition of Youth Services;
* Assists in preparing the department's budget objectives, monitoring and evaluating related activities, and reporting findings and recommendations;
* Assesses departmental training needs, assisting in training program development;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to a Baccalaureate degree in Public or Business Administration or related fields and two years progressively responsible experience in marketing/program evaluation;
* Computer research experience using Local Access or similar computer research services;
* Working knowledge of governmental infrastructure;
* Oral and written communications skills conducive to

effectuating public relations/liaison/group coordination activities, and producing statistical/analytical reports;
* Liaison skills contributive to maintaining good relations and effective working communications among all parties;
* Ability to exercise judgement and discretion in implemening departmental policies and procedures;
* Ability to develop and install administrative procedures, evaluating for efficiency and effectiveness;
* General research skills conducive to comprehensive data gathering and analysis;
* Performs other duties as required.

DIFFICULTY OF WORK

The incumbent is expected to implement and assist in the administration of a variety of departmental projects and activities while fostering positive public relations. Within the Chief of Staff's assignment directives, the position's complex duties must be carried out according to established departmental guidelines.

RESPONSIBILITY

The incumbent's operations directly affect project outcome, the image of City government and the effective communication between the Mayor's Office and a wide variety of public/private organizations. The Mayor's Office staff, and various other entities and individuals use specifications prepared by the incumbent. This position entails no specific supervisory duties.

PERSONAL WORK RELATIONSHIPS

Numerous daily contacts with the public, assorted officials and representatives of public/private organizations occur in order to collect/disseminate information, coordinate projects, and manage inquiries/complaints.

ADMINISTRATIVE ASSISTANT 610 - MAYOR'S OFFICE

Definition

Under general administrative direction, assists the Mayor in the coordination and research of a variety of projects and policy implementation; perform other duties as required.

EXAMPLES OF DUTIES

Assist the Mayor in the research, collection, analysis and dissemination of information related to City operations, plans and policies; provides written and oral reports on the status of a variety of projects, problems, and procedures within the City government; supervises the office staff; serves as liaison between the Mayor and boards, commissions and department heads; researches and assists in developing speeches for the Mayor; communicates City policies to the public, often directly to the press; schedules Mayor's speeches and other appointments; handles citizen complaints and directs the investigation of various problems related to the City.

Employment Standards

Education and Experience: Any combination of college achievement and/or professional experience equivalent to graduation from college in political science or business, and three years experience in research, business administration, or community organizing.

Knowledge and Abilities: Knowledge of the principles and practices of municipal government; knowledge of administrative procedures; knowledge of basic statistical methods; and tactfully interpret administrative policies and procedures; ability to analyze problems and develop appropriate recommendations; ability to coordinate interdepartmental projects; ability to compile and write concise reports; ability to maintain effective working relationships with administrators, employees, and the public.

LICENSE NEEDED: Valid Driver's License if City vehicle used.

IMMEDIATE SUPERVISOR: Mayor

HOURS: 8:00 A.M. - 5:00 P.M.; may fluctuate depending on need

SALARY: Labor Grade 17; Exempt

REVISED: July 1978

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER PUBLIC INFORMATION

Definition

Under the general direction of the Director of Public Information, directs and coordinates the day-to-day operation of the clerical staff of the Public Information Department.

Example of Duties

Plans, coordinates, trains, and evaluates the work of the clerical staff. Interviews applicants for clerical positions and participates with the Department Heads and Personnel in making hiring decisions; assumes delegated administrative responsibility for the department; supervises daily activity of department clerical staff to maintain balanced workload to meet schedules and attain department goals; develops systems and procedures for all office functions; maintains directly or by delegation an inventory of office supplies and equipment; responsible for all purchasing and equipment maintenance; performs involved secretarial functions, some of highly confidential and technical nature; makes decisions on operations which are within position's responsibilities; maintains Public Affairs and Public Information office, accounting, and payroll records; participates in budget preparation and management; writes office procedure manual; reports and may write statistical reports. Performs other duties as required.

Education and Experience

Any combination of achievement and/or professional experience equivalent to a high school diploma and at least two (2) years of additional education. At least two (2) years of experience in clerical and office administrative work is required, including bookkeeping and supervisory experience.

Knowledge and Abilities

Must be personable, mature, and capable of independent judgment and supervisory responsibility; capable of relieving top-level management of clerical and minor administrative and business detail.

LICENSE NEEDED: Valid driver's license if City vehicle is used.

IMMEDIATE SUPERVISOR: Director of Public Information.

HOURS: 8:00 a.m. to 5:00 p.m.; may fluctuate depending on need.

SALARY: Labor Grade 10; Non-union.

REVISED: June, 1988

ADMINISTRATIVE ASSISTANT/MARKETING PUBLIC INFORMATION

Definition

Under the general direction of the Director of Public Information, assists with areas of public information, public relations and marketing to represent the Mayor's philosophy while dealing with the public.

Examples of Duties

Acts as liaison for the Mayor to various committees to assist in writing tasks; conducts tours of City-County Building. Initiates ideas to present the Administration and City officials in a positive manner; keeps in contact with community organizations; communicates the Administration's policy to the public. Prepares brief remarks and writes proclamations for the Mayor. Accompanies the Mayor to various community functions. On a daily basis, maintains contact with key persons throughout the community; meets with Mayor's scheduler to determine the events and/or organizations for the Mayor to attend. On a weekly basis, determines what articles should be clipped and filed; composes follow-up letters for the Mayor to citizens. Performs other duties as required.

Employment Standards

Education and Experience: Any combination of college achievement and/or professional experience equivalent to a bachelor's degree plus two years of related work experience.

Knowledge and Abilities: Must be personable, mature, and capable of independent judgment and supervisory responsibility; capable of relieving top-level management of clerical and minor administrative and business detail.

LICENSE NEEDED: Valid driver's license if City vehicle is used.

IMMEDIATE SUPERVISOR: Director of Public Information

HOURS: 8:00 a.m. to 5:00 p.m.; may fluctuate depending on need.

SALARY: Labor Grade 10; Non-union.

REVISED: June, 1988

ADMINISTRATIVE ASSISTANT/ BUDGET ACCOUNTANT ANALYST

BOARD OF PUBLIC WORKS & SAFETY

DEFINITION

Under Direction of the Board of Public Works and Safety, assists in accounting and budget analysis of both departments. Duties involve the monitoring of street and road projects, and construction and maintenance in utility areas, as well as processing requisitions and payment vouchers.

EXAMPLES

Tracks and analyzes both the budget of the Board of Public Works and the various Safety Division budgets. Informs the Chairman of the Board of Public Works and Safety and the Controller, from time to time, of the financial condition of the budget of both departments.

Tracks and analyzes the various Board of Works projects and informs the Director of the Board of Works and Controller of the financial condition of those projects.

At the direction of the Safety Director, researches budget-related issues (such as the cost of police cars, weapons, Fire Department equipment, etc.).

At the direction of the Board of Works and Safety Directors, other duties as requested.

EMPLOYMENT STANDARDS

High school graduate; academic work toward a degree in Accounting, and two years experience in the field of Accounting.

KNOWLEDGE AND ABILITY

Knowledge of accounting procedures. Ability to analyze budgets and make appropriate adjustments to balance accounts. Ability to operate personal computers and LGFS programs. Ability to interpret statistical and analytical reports with clarity and speed.

DEGREE NEEDED: None, but preference for academic work toward an Associate degree in Accounting.

IMMEDIATE SUPERVISOR: Director of Public Works Division with some reporting to the Director of Public Safety and the Board of Public Works and Safety.

HOURS: 8:00 a.m. to 5:00 p.m. depending upon need.

SALARY: Labor Grade 12

POSITION TITLE: Public Information Specialist
DEPARTMENT: Public Information Office

Under direction of the Public Information Director, the incumbent performs various writing and related duties.

DUTIES

* Creates approved responses to issue-oriented letters received by the Mayor;
* Writes and disseminates various forms of correspondence, including but not limited to: thank-you notes, congratulatory letters, and expressions of sympathy;
* Produces proclamations, speeches, press releases, commendations, etc.;
* Edits all above-mentioned documents and others;
* Files/mails documents on CEO;
* Reviews and acts upon CEO messages;
* Monitors calendar for daily main events and deadlines;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to an Associates degree in English, journalism or related fields, and two years writing experience;
* Effective writing skills conducive to clearly expressing facts and ideas;
* Editing skills contributive to producing grammatically, lexically and structurally accurate written communication;
* General typing skills and computer literacy.

DIFFICULTY OF WORK

The incumbent is expected to create and edit various written correspondence, handle CEO documents and track daily calendar events. The necessary routines are carried out under easily available supervision.

RESPONSIBILITY

All duties must be performed within departmental guidelines, with any deviations referred to the supervisor. This position entails no supervisory duties.

PERSONAL WORK RELATIONSHIPS

A moderate amount of coworker/department head contact occurs on a regular basis throughout all aspects of the work in order to relay departmental information/sentiments.

POSITION TITLE: Assistant Citizens Advocate

DEPARTMENT: Citizen and Neighborhood Advocate Office

Working under the Citizens Advocate, incumbent acts as a liaison between citizens and city government, by providing an open line of communication for comments, inquiries and requests for assistance.

DUTIES

- Act as a liaison between city government departments and citizens by listening to and resolving complaints received via telephone, in person or through referrals;
- Prepares all documents necessary for the resolution of complaints, enters the information into the computer and forwards all necessary documents to the appropriate department;
- Develops and maintains cooperative working relationship with department heads, mayoral staff, Public Information Officer, city councilmen and all other concerned parties;
- Utilizes considerable diplomacy and maintains a courteous attitude while dealing with often irate and/or dissatisfied citizens;
- Handles complaints received by city council members and provides copies of all complaints handled by Citizens Advocate Office to City Council;
- Tracks status of complaints for citizens and notifies citizens of actions taken;
- Acts as a liaison for citizens who come to the Mayor for resolution of a problem;
- Other duties as required.

REQUIREMENTS

- High school diploma and two years experience in a position where problem solving abilities and communication skills are developed such as social services or public relations;
- Ability to communicate effectively and with tact and patience in order to deal with a continuous stream of dissatisfied citizens;
- Ability to interpret requests and research complaints received;
- Ability to apply the procedures or techniques necessary to resolve citizen complaints;
- Ability to manage time and work independently in an atmosphere of constantly changing priorities and reactive situations.

DIFFICULTY OF WORK

Incumbent is expected to execute reasonably complex tasks involving the interpretation of investigation of citizen

complaints and the resolution of the complaints through contacts with the appropriate department. This requires great familiarity of all City Departments and any organization citizens deem within the mayor's jurisdiction.

RESPONSIBILITY

Incumbent must make choices and take action on a variety of situations by determining the best method for resolving the regular stream of complaints received. Incumbent must use careful judgement since supervisory review of the work is not normally engaged.

PERSONAL WORK RELATIONSHIPS

Incumbent encounters a wide range of contacts including persons employed in city government, outside agencies and the general public. These contacts involve handling questions from the public and using judgement and tact in order to resolve complaints received from the citizens.

SUPERVISION

Incumbent in this position does not directly supervise any personnel.

ASSISTANT CITIZENS ADVOCATE 675 PUBLIC AFFAIRS

Definition

Under general supervision, assists in receiving and processing citizen complaints and requests for information or assistance that come to the attention of the Citizen's Advocate Office; performs other duties as required.

Examples of Duties

Receives, analyzes, investigates and acts upon citizen needs reported to this office. Types up complaints related to City Services and sends them to the appropriate City Department. When answers to problems are received, types letters back to the citizen. Answers requests for information and refers requests for assistance beyond City Services to the appropriate Community agency. Follows up on unanswered complaints by phone and by initiating the late log report. Takes complaints from walk-in clients. Assists and interacts with City Council persons in regards to complaints in their districts. Prepares City Council reports. Maintains files, prepares mailings and initiates the weekly and monthly late log report. Acts for the Director of the department in this person's absence.

Employment Standards

Education and Experience: Graduation from high school and a minimum of 2 years experience in a social service field required or Associate degree or equivalent schooling in Sociology, Psychology, Public Affairs or another related social service field.

Knowledge and Abilities: Possession of basic social service skills. Knowledge of the inner workings of local government; knowledge of the city codes and ordinances; knowledge of available community services; ability to make quick, satisfactory responses to citizen callers; ability to project qualities of patience, empathy, intelligence, conscientiousness, and good humor.

LICENSE NEEDED: Valid Driver's License if City vehicle used.

IMMEDIATE SUPERVISOR: Ombudsman

HOURS: 8:00 a.m. - 5:00 p.m.; may fluctuate depending on need

SALARY: Labor Grade 8, Exempt

REVISED: August 1985

EEO JOB CATEGORY: 05

ACCOUNTING SUPERVISOR **CIVIL CITY ACCOUNTING**

Under the general supervision of the Deputy Controller to supervise the accounting department, review accounting procedures and recommend any changes.

DUTIES

- Prepares and reviews budget;
- Responsible for Journal entries;
- Analyzes accounts;
- Monitors budget;
- Updates appropriations;
- Works with State Board of Accounts;
- Keeps updated on GAAP and CAFR;
- Administers federal funds;
- Files forms and reports;
- Weekly staff meeting preparation;
- Attends State Tax Commission hearings;
- Attends council meetings;
- Prepares annual audit reports.

REQUIREMENTS

- Completion of a four (4) year college degree and/or professional experience equivalent to graduation from college in accounting, finance, or related field;
- Special training and knowledge of EDP systems;
- Two (2) years experience in governmental accounting or related field;
- Two (2) years experience in supervision;
- Must have specialized knowledge of theoretical principles and practices;
- Must be able to cope with unprecedented types of problems by extending accepted methods and techniques or developing new ones;
- Must possess good communication skills and leadership ability.

DIFFICULTY OF WORK

Incumbent is expected to effectively supervise the accounting department using good judgement in extensively adapting or in making significant compromises to fit unusual or complex situations within the department. Incumbent must exert dependability, integrity, and confidentiality involving many complex and significant variables, or considerations which are new.

RESPONSIBILITY

Incumbent is responsible for major contributions involving application of agency policies and practices. Deviations from guidelines or practices will be discussed at the discretion of the employee.

PERSONAL WORK RELATIONSHIPS

Throughout all aspects of the work, contact with a continuum of people is necessary to render service, carry out policies, and maintain coordination of department. Such communication occurs with co-workers, department heads, Controller, and Deputy Controller.

SUPERVISION

As Accounting supervisor, incumbent directly supervises six (6) employees, assigning, checking, and/or making recommendations maintaining the flow of work.

STAFF AUDITOR **CIVIL CITY ACCOUNTING**

DEFINITION:

Under the general supervision of the Internal Auditor and responsible for performing financial, operational, and compliance audits in accordance with professional auditing standards; perform other duties as required.

DUTIES:

- Research policies, procedures, and statutory requirements.
- Assembles and presents audit findings with proposed recommendations to Internal Auditor.
- Provides primary support to external auditors.
- Performs financial and operational audits.
- Reviews and verifies schedules prepared by departmental financial personnel.

REQUIREMENTS:

- Completion of a B.S. degree in Business Administration with a major in Accounting, or equivalent related work experience.
- A four (4) year degree in other disciplines such as Computer Science or Industrial Management would be acceptable provided incumbent has completed twenty-one (21) hours of accounting courses.
- Ability to understand the broad knowledge of government, its structure and functions.
- Ability to be aware of advanced theories, principles, and methodology in order to research and interpret Federal, State, and local laws and regulations.
- Requires good communication skills, both verbal and in writing.
- Familiarity with computer-based accounting system.
- Must have valid driver's license if city vehicle used.

DIFFICULTY OF WORK:

Incumbent must exercise independent judgement by significantly evaluating the propriety of policies and procedures used by departments under examination during the course of each audit and the conclusion that must be drawn as to whether the auditee is in compliance with policies, procedures, or law.

RESPONSIBILITY:

Incumbent is responsible for assisting the internal auditor with financial/compliance audits as they are controlled through the application of established city policies and procedures as well as Federal, State, and local laws through application and interpretation of accounting principles. Work is reviewed at periodic phases during the audit by a supervisor who is available

as needed. Being of the nature of this position, the incumbent is privy to confidential data in sensitive areas and must possess an investigative mind and persistence.

PERSONAL WORK RELATIONSHIPS:

The incumbent interacts cooperatively with people throughout city government along with external auditors in order to interpret and carry out policies.

SUPERVISION:

No supervisory responsibilities are required by incumbent.

POSITION TITLE: Assistant Director
DEPARTMENT: Purchasing

Under direction of the Purchasing Department's Director, incumbent researches and coordinates goods and services acquisition for the day to day operation of all Civil City and City Utility departments.

DUTIES

* Assists Director with general departmental operations and acts in lieu of Director during his/her absence;
* Supervises and trains 5 employees in their handling of requisitions and vendor information, providing technical assistance when necessary;
* Coordinates all City purchases and some obsolete equipment disposal in compliance with Federal, State and City statutes and regulations;
* Prepares bid packages and advertisements, adhering to regulated time schedules;
* Researches vendors and commodities for quality, suitability and price;
* Maintains departmental personnel records, accounts payable and vendor file; prepares payroll;
* Reviews bids, quotes, and City Council requirements and agendas;
* Attends bid openings and tabulates results;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to 2 years of general business college and experience in purchasing functions;
* Ability to assist Purchasing Director in coordinating and implementing purchasing operations;
* Effective communication skills conducive to supervising employees and dealing with vendors and all City departments;
* Knowledge of Federal, State and City statutes and regulations governing purchasing operations;
* Specialized understanding of purchasing principles, methods, theories, procedures and new developments;
* Organizational skills contributive to setting priorities, meeting deadlines, and coordinating purchases;
* Familiarity with arithmetical operations, including unit conversion.

DIFFICULTY OF WORK

The incumbent is expected to assist the Purchasing Director in coordinating and implementing all phases of departmental operations. Integrity and judgment must be exercised, at times under duress, in choosing the most relevant guidelines and in adapting standard procedures to fit conditions. Conditions can include emergencies. Purchasing research and coordination often involve many variables of substantial intricacy with interrelationships difficult to ascertain.

RESPONSIBILITY

The incumbent must base often nonroutine decisions on departmental policies and statutory and regulatory guidelines. The incumbent works with technical autonomy in compliance with general objectives developed by the Purchasing Director.

PERSONAL WORK RELATIONSHIPS

Contact with the public, staff members and with governmental representatives occur throughout all aspects of the work in order to provide explanation, interpretation, or problem resolution. Said contact is also necessary to implement departmental policies or to coordinate purchases. In the position's immediate structure, incumbent regularly communicates with vendors, staff, and all city departmental agents.

SUPERVISION

As assistant to the Director and second in charge of the department, the incumbent directly supervises a staff of 4 to 9, assigning, checking and maintaining the flow of work.

PURCHASING - 453

ADMINISTRATIVE ASSISTANT/TO DIRECTOR

Definition

With supervision from the Director, works with Departments and vendors to co-ordinate purchasing procedures.

Examples of Duties

Assists Director in establishing supply sources, pricing and delivery times. Has contact with City Departments to establish their needs on problem requisitions and communicates with vendors on problem orders. Does Purchasing Departments accounts payable duties and is responsible for the correct information on requisitions in preparation for computer entry. Represents the Department at City Council when the Director is absent. Supervises both computer entry and secretary/receptionist positions.

Employment Standards

Education and Experience: A combination of education and/or experience equivalent to two years of general business college and experience in purchasing functions.

Knowledge and Abilities: Knowledge of methods and procedures used in purchasing. Should understand the principles of sources and suppliers for purchasing. Must have the ability to supervise and to maintain effective relationships with both Department heads and vendors.

LICENSE NEEDED: Valid driver's license

IMMEDIATE SUPERVISOR: Director of Purchasing

HOURS: 8:00 - 5:00 P.M., hours may fluctuate depending on need

SALARY: C. U. Grade 10, exempt

7-85

POSITION TITLE: Solid Waste Manager

DEPARTMENT: Public Works

Working under the Director of Public Works incumbent administers the City's residential solid waste collection/disposal contracts, coordinates the City's recycling program and moniters state and federal legislation relating to the collection, disposal and recycling of solid waste.

DUTIES:

-Oversees and directs residential solid waste collection/disposal contracts, including the enforcement of all aspects of the agreement;
-Administers the billing and payment procedures under the terms of the solid waste collection/disposal contracts;
-Works as the City's liason between contract haulers and the general public in order to resolve service problems/complaints;
-Develops, coordinates and manages a citywide recycling program, including all organizational and administrative tasks associated with implementing and overseeing such a program;
-Moniters solid waste and recycling regulations, legislation, laws and proposals at the state and federal levels of government, and ensures that the City acts in the appropriate manner;
-Deals with miscellaneous issues that relate to the development, creation and/or administration of an effective solid waste management program for the City of Fort Wayne;
-Performs other duties as required;

REQUIREMENTS:

-Any combination of work experience or academic pursuit equivalent to a Bachelor's degree in Environmental Management, Public Administation, or a related field;
-Two years experince in the field of solid waste and/or recycling;
-Specialized knowledge of the principles and practices of the solid waste collection/disposal industry and its terminology and technology;
-Ability to analyze problems and apply new developments in the field of solid waste disposal;
-Ability to communicate effectively in order to develop cooperative working relationships with private haulers, administrative officials, fellow employees and the general public;
-Ability to compile and write analytical reports;
-Ability to interpret and clarify governmental legislation and regulations;
-Basic knowledge of accounting practices and statistical methods;
-Valid Indiana Driver's License;

DIFFICULTY OF WORK:

Incumbent performs moderately complex tasks involving many interrelationships that are difficult to ascertain. Original thinking and judgement are necessary to select pertinent guidelines so as to determine methods and deliver final results. Incumbent is normally seated or walking at will and may encounter some crisis or stressful situations.

RESPONSIBILITY:

Incumbent will have substantial contribution on decisions and recommendations for program development and overall operations. Complex problems or questions are referred to the supervisor at the discretion of the employee. Considerable damage is possible if errors in judgement are made by the incumbent.

PERSONAL WORK RELATIONSHIPS:

Incumbent has frequent daily contacts with persons internally and externally in order to handle questions and complaints,and to carry out policies and maintain coordination.

SUPERVISION:

Incumbent in this position does not directly supervise any employees.

PROJECT LEADER/COORDINATOR **CITY ENGINEER**

Working under the direction of the City Engineer, incumbent plans, coordinates and directs projects and staff overseeing operation of projects necessary to maintain infrastructure of the City of Fort Wayne.

DUTIES

- Coordinates engineering projects for the Board of Works including the necessary maintenance of Public Works projects;
- Oversees special assignments including; acquisition of real estate for public works projects, change orders, preparation for requests of proposals, evaluation of consultant proposals, environmental assessment and evaluation for public works projects, and development and assistance with master plans;
- Tracks status of petitions and projects;
- Assists in the development of annual budget and coordinates capital improvement projects with funding status;
- Administers City Engineer's office staff and supervises Engineers including the vested authority to hire, fire, and discipline of said employees;
- Acts instead of City Engineer in his absence; attends engineering, planning, and Board of Works meetings;
- Serves as liaison with City Planning Department in areas of Community and Economic Development;
- Performs other duties as required.

REQUIREMENTS

- Any combination of work experience or academic pursuit equivalent to a Bachelor's degree and four years experience in Civil Engineering;
- Ability to communicate effectively, orally and in writing, in order to manage Engineers and deal with public works contractors, general public, County offices and various City Departments;
- Ability to develop, research, organize and write specific plans, reports and Federal grant applications, identifying community needs and potential resources;
- Ability to assist City Engineer in developing and projecting plans and programs designed to improve or expand present programs or incorporate new ones;
- Thorough knowledge of statutes and regulations which govern the operation of the Board of Public Works;
- Responsible for easement and land acquisition. Coordinates capital improvement projects;
- Performs other duties as required.

DIFFICULTY OF WORK

Incumbent is expected to assist the City Engineer in direction of all phases of the operation and development of both short and long term objectives as established by the Board of Public Works. A continual review of objectives, as established by the City Engineer is essential to ensur that the funds expended for such programs net optimal results. Complex problems or questions and deviations from guideline or precedent are referred to the City Engineer. Reports studies, grant applications/recommendations and project components may be reviewed for soundness of research, judgement, and conclusions.

RESPONSIBILITY

The incumbent and City Engineer will work together to develop the parameters of the position. A considerable portion of the work will entail project development and studies in conjunction with supervisory and administrative duties.

PERSONAL WORK RELATIONSHIPS

Contacts with a continuum of persons occur throughout all aspects of the work. In the immediate structure of the position, incumbent communicates with City Engineer, staff members, contractors, general public, County Offices and various City Departments to provide general direction, instruction, or resolve problems.

SUPERVISION

Oversees general direction of City's engineers. Assists in the recruitment and hiring of individuals for City Engineer's staff. Has authority to discipline and fire employees.

LICENSE NEEDED: Valid Driver's License

IMMEDIATE SUPERVISOR: City Engineer

HOURS: 8:00 a.m. - 5:00 p.m. (and when necessary)

SALARY:

REVISED: 2/89

EEO CATEGORY: 01

CLASSIFICATION CATEGORY: Labor Grade 13

FLSA: Exempt

UNION: Non-Union

WORKERS COMP CODE:

POSITION TITLE: Garage Supervisor
DEPARTMENT: City Utilities Garage

Under direction of the City Utilities Garage Superintendent, incumbent coordinates and supervises maintenance/repair of all Civil City and City Utility vehicles and some nondriveable motorized machinery.

DUTIES

* Assists Superintendent with general departmental operations and acts in lieu of Superintendent during his/her absence;
* Schedules, prioritizes and tracks maintenance/repair of vehicles and motorized machinery;
* Supervises mechanics, assigns and monitors their work, providing technical assistance when necessary;
* Reviews work orders and billings;
* Maintains parts stock, tool supply and maintenance/repair records;
* Updates department's knowledge base in new automotive trends and mechanical maintenance/repair procedures;
* Advises Superintendent in department efficiency, future needs and employee hiring, promoting and disciplining;
* Trains employees in skills, safety practices and departmental guidelines;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to a high school education and three years mechanical education;
* Ability to assist Garage Superintendent in effective and efficient departmental operations;
* Communication skills conducive to supervising/training mechanics and dealing with various city departments;
* Specialized understanding of mechanical principles and maintenance practices;
* Organizational skills contributive to setting priorities, meeting deadlines and coordinating maintenance/repair work;
* Continual updating of new developments in automotive mechanical trends and maintenance/repair methods;
* Valid Indiana driver's licence.

DIFFICULTY OF WORK

The incumbent is expected to assist the Garage Superintendent in all phases of departmental operations, exercising responsible judgment in choosing the most relevent departmental guidelines and in determining work priorities to fit conditions. The proper coordination and implementation of maintenance/repair for over 800 vehicles involves significantly complex variables such as tracking, planning, communication, parts procurement, supervision and technical assistance.

RESPONSIBILITY

The incumbent must apply departmental standards with each individual work case, sometimes including emergencies, e.g., keeping all snow equipment operating during a blizzard, or public safety vehicles, e.g., police cars and fire trucks. In some cases, at the incumbent's discretion, deviations from departmental guidelines are required to achieve the City Garage department's objectives.

PERSONAL WORK RELATIONSHIPS

Contact with vendors, staff members and other city departments occur throughout all aspects of the work in order to coordinate parts/equipment/tools purchases and maintenance activities, to interpret guidelines, to explain techniques and to implement departmental policies.

SUPERVISION

As assistant to the Superintendent and second in charge of the department on his/her shift, the incumbent directly supervises 15 to 20 mechanics, assigning, checking and maintaining the flow of maintenance/repair work.

GARAGE SUPERVISOR 330 - GARAGE

Definition

Under general direction, assumes the immediate responsibility for directing the work of the Transportation Department's automotive maintenance and repair personnel so that the most effective and economical use of time and facilities is realized; perform other duties as required.

Examples of Duties

Lays out, schedules, assigns, the work to be done by employees under his supervision, and determines by personal inspection or other appropriate means that the work is done properly; prepares records of activities supervised; consults and collaborates with department superintendent, other foremen, and other employees about the efficient functioning of the department; assists in making studies of trends in automotive maintenance practices; assists in planning, developing and applying improved practices; assists in studying future needs for department; assists in developing for recommendation to the Board of Works a new or broadened scope of operations for the department; recommends any staff organization changes needed; recommends the appointment, promotion, demotion, transfer, disciplining or dismissal of his immediate staff; develops and recommends qualifications and standards for use in hiring and promoting; sees that the employees under his supervision are trained in the skills, safety practices, responsibilities and rules governing their jobs; calls in vehicles for preventive maintenance; uses and safeguards department's petty cash fund; records time worked, data, and vacation schedules, maintains files on sources of automotive supplies and materials; obtains information on costs and availability of accessories and supplies; performs skilled mechanical work when difficulty is encountered, and gives technical advice in training employees or helping with difficulties; maintains good public relations; assumes other responsibilities for keeping up on efficient, economical department operation; replaces superintendent in his absence.

Employment Standards

Education and Experience: Any combination equivalent to graduation from high school, including or supplemented by courses in automotive mechanics, and four years experience as a journeyman mechanic, with two of those years entailing some amount of supervision.

Knowledge and Abilities: Knowledge of the full range of mechanical skills, procedures, equipment and supplies; knowledge of the department's policies, procedures, rules and regulations; ability to direct the work of others. Thorough knowledge of City's mechanical equipment.

LICENSE NEEDED: Valid Driver's License if Utility vehicle used.
IMMEDIATE SUPERVISOR: Superintendent of Garage
HOURS: 7:00 A.M. - 4:00 P.M.; may fluctuate depending on need
REVISED: July 1978 August 1985
SALARY: Labor Grade 10; Exempt

POSITION TITLE: Chief Engineer
DEPARTMENT: Water Resources

Under direction of the Water Resources Director, incumbent plans and directs all engineering work relative to the design, repair, construction and inspection of all facets of the water distribution, water pollution control, sanitary and storm sewer systems of the City Utilities.

DUTIES

* Plans new water distribution sections and expansion programs for water distribution, sanitary and storm sewer systems;
* Coordinates engineering and supporting work groups;
* Reviews plans, designs, locations, contracts and cost estimates for legal and technical accuracy;
* Approves Project Engineer/Contractor proposals, making corrective recommendations where applicable;
* Directs research, investigation and report preparation;
* Formulates policies, procedures, and design, material and construction standards;
* Oversees departmental budget preparation;
* Acts as technical advisor regarding water distribution, sanitary and storm sewer systems;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to a Baccalaureate in civil or sanitary engineering and four years of progressively responsible supervisory experience in civil or sanitary engineering work;
* Effective communications skills conducive to supervising employees and dealing with officials and contractors;
* A Professional Engineer's license;
* Broad knowledge of engineering principles, engineering design theories and project planning practices;
* Mastery of Engineering field and ability to incorporate or develop its principles into the planning and overseeing of water distribution, sanitary and storm sewer systems projects.

DIFFICULTY OF WORK

The incumbent is expected to effectively and efficiently plan and direct intricate projects of broad engineering scope. Alternative engineering solutions and future related developments must be studied for each project. New technical approaches must sometimes be created to solve design or construction problems.

RESPONSIBILITY

To reach general objectives outlined by the Water Resources Director, the incumbent works with technical autonomy and authority in all areas of responsibility. An extensive portion of the work entails program and policy development, as well as project support and supervision.

PERSONAL WORK RELATIONSHIPS

Throughout all aspects of the work, contact with engineers, support staff, contractors and government officials is necessary in order to implement Water Resources policies, coordinate project activities, explain various procedures, interpret engineering or departmental guidelines and give/solicit information.

SUPERVISION

Oversees 10 - 24 employees, directing, assigning and checking the work flow of all engineering projects relative to the design, repair, construction and inspection of all facets of the water distribution, water pollution control, sanitary and storm sewer systems of the City Utilities.

CHIEF ENGINEER

Definition

Under general administrative direction, to plan and direct all engineering work relative to the design, repair, construction and inspection of all facets of the water distribution, sanitary and storm sewer systems, including water pollution control, of the City Utilities; perform other duties as required.

Examples of Duties

Plans, supervises and approves the design of new sections of the water distribution, sanitary and storm sewer systems; coordinates and supervises the activities of various engineering and supporting work groups; reviews plans, locations, contracts and cost estimates for legal and technical accuracy; approves acceptable proposals from Project Engineers and contractors and makes corrective recommendations; directs research and investigation; formulates engineering design, material, and construction standards, policies and procedures; oversees preparation of department budget; directs engineers and inspectors in preparing reports; plans expansion program for water distribution, sanitary and storm sewer systems; acts as technical advisor to many officials regarding water distribution, sanitary and storm sewer systems.

Employment Standards

Education and Experience: Any combination of college achievement and/or professional experience equivalent to graduation from college in civil or sanitary engineering, the earning of a professional engineer's license, and four (4) years of progressively responsible supervisory experience in civil or sanitary engineering work.

Knowledge and Ability: Knowledge of the principles and practices of water, sewer and water pollution control engineering; knowledge of the materials, methods and practices of public water and sewer utilities; knowledge of business, construction, and contract administration; ability to analyze design and construction problems and to prepare concise and authoritative reports and correspondence; ability to direct and coordinate the work of engineering field and office personnel; ability to establish and maintain effective working relationships with contractors, the general public, other department heads, and City and City Utilities officials.

LICENSE NEEDED: Professional Engineer, Valid Driver's License

IMMEDIATE SUPERVISOR: Director of Water Resources, Services & Engineering

HOURS: 8:00 a.m. - 5:00 p.m.

SALARY: Labor Grade 16 - Exempt

REVISED: January, 1989

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, AND NATIONAL ORIGIN

POSITION TITLE: Assistant Superintendent
(Manager of Research & Development)
DEPARTMENT: Filtration Plant

Under direction of the Filtration Plant Superintendent, incumbent manages laboratory activities and supportive areas such as River Patrol, program development and safety in order to maintain quality water standards for the Fort Wayne area.

DUTIES

* Manages research and development projects, e.g., new treatment method ramifications, laboratory analysis, program assessments, training programs, standard operational/quality control procedures, and departmental computerization, etc.;
* Supervises/trains 7 - 9 employees, including analytical and operating chemists, River Patrol and safety personnel, etc.;
* Oversees laboratory and supportive areas, including River Patrol, and their operations, such as the testing of raw water entering the Plant and finished water leaving the Plant, results analysis and work flow prioritization;
* Tracks testing irregularities, abnormal conditions and analysis procedures;
* Utilizes all laboratory equipment;
* Maintains health/safety water standards regulated by the Indiana Department of Environmental Management, the Environmental Protection Agency and the Indiana State Board of Health;
* Advises Superintendent in the formulation/implementation of methods, policies, procedures, budgets, annual reports and capital improvement projects;
* Handles public relations services, e.g., lectures, tours, complaints, questions, information, legislative hearing appearances, public speaking engagements, media/general correspondence;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to a Bachelor of Science degree with at least 30 hours of chemistry/microbiology-related courses and one year supervisory and five years chemical laboratory experience;
* Ability to effectively manage laboratory, safety, training and public relations operations;
* Effective oral/written communications skills conducive to supervising employees and dealing with citizens, the media and governmental agencies;
* Mastery of chemistry field and ability to research and develop related new concepts;
* A.T. certification and D.S.L. licence, both obtainable

within 2 - 3 years respectively, and a driver's licence.

DIFFICULTY OF WORK

The incumbent is expected to effectively and efficiently manage a broad scope of interrelated laboratory, safety, training, research, development and public safety operations. A continual, intgrated review of objectives in these areas is essential to ensure net desirable results. The nature of research and development requires manipulation or replacement of previously accepted guidelines to fit new or complex situations. The Manager of Research and Development must be on emergency call 24 hours/day.

RESPONSIBILITY

To reach general objectives outlined by the Superintendent, the incumbent works with technical autonomy and authority in all areas of responsibility. A considerable portion of the work entails new research, program/procedural development and areas/activities coordination in conjunction with supervisory and administrative duties.

PERSONAL WORK RELATIONSHIPS

Throughout all aspects of the work, contact with a continuum of people is necessary in order to implement policies, coordinate activities, explain procedures, interpret guidelines and give/solicit information. Such communication occurs with the public, government officials, e.g., those from I.S.B.H., I.D.E.M., and E.P.A., staff, organizational representatives, and science/biology/water works professionals.

SUPERVISION

Oversees 7 - 9 employees, directing, assigning and checking the work flow of laboratory, research and development, safety and public relations areas.

ASSISTANT SUPERINTENDENT
AND CHIEF CHEMIST

210 FILTRATION PLANT

Definition

Under general direction, to assist in the overall operation and administration of the Filtration Plant and its many related dams, reservoirs, and pumping stations; to supervise and direct the work of laboratory chemists and water treatment equipment operators; and perform other duties as required.

Examples of Duties

Supervises water purification procedure and treatment, laboratory chemical and bacteriological analysis, distribution sampling, and new main disinfection; supervises the work of plant operators; assists in planning and scheduling the maintenance and repair of operating equipment; prepares and maintains records and reports of purification data, pumpage of raw, filtered and high service water, and Board of Health data; provides sickness and vacation relief schedules for plant operators as needed; assists the Superintendent in the formulation of methods, policies and procedures; performs other duties as required.

Employment Standards

Education and Experience: Any combination equivalent to graduation from college in Chemical or Sanitary Engineering, and five years of increasingly responsible experience in chemical and bacteriological water analysis and supervision of operations within a water treatment plant.

Knowledge and Abilities: Knowledge of principles and laboratory techniques of micro-biology, chemistry and chemical processing; knowledge of the function and operation of major water treatment equipment; ability to supervise and direct the work of others; ability to make independent judgements and decisions; to maintain safe, palatable water; ability to make accurate chemical and physical analysis of water and other materials; ability to compile technical and financial reports for state agencies.

LICENSE NEEDED: Water Works Operator's Certification

IMMEDIATE SUPERVISOR: Superintendent

HOURS: 8:00 a.m. to 4:30 p.m.

SALARY:

CONFIDENTIAL: Yes

REVISED: July 1979 July 85

POSITION TITLE: Assistant Superintendent
(Manager of Operations)
DEPARTMENT: Filtration Plant

Under direction of the Filtration Plant Superintendent, incumbent assists in the overall operation and administration of the Filtration Plant and its related dams, reservoirs and pumping stations in order to provide water purification services for the City of Fort Wayne.

DUTIES

* Assists Superintendent with overall departmental operations and acts in lieu of Superintendent during his/her absence;
* Supervises 4 - 9 employees, overseeing 22 - 25 employees on all shifts, including shift foremen, dam operators, operating chemists, high service pumpers, chem-feed operators, etc., and manages their relief schedules, etc.;
* Oversees water purification/treatment operations;
* Updates/analyzes plant operational data including records, reports, graphs, statistics and engineering plans;
* Conducts public relations services such as handling V.I.P. plant tours, customer complaints/questions, media requests, and general correspondence;
* Maintains safe, palatable water production within regulations set by the Indiana Department of Environmental Management, the Environmental Protection Agency and the Indiana State Board of Health;
* Prepares reports for the above named regulatory agencies;
* Advises Superintendent in the formulation/implementation of methods, policies, procedures, budgets, annual reports and capital improvement projects;
* Schedules outside sampling through private laboratories and orders chemicals for water treatment;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to a Bachelor of Science degree and five years experience in A.T. plant treatment operations/maintenance and two years water treatment supervisory experience;
* Ability to assist Superintendent in implementing safe, effective and efficient departmental operations;
* Effective oral and written communications skills conducive to supervising employees and dealing with citizens, the media and governmental agencies;
* Complete understanding of all aspects of water works operations and related problems/solutions;
* A.T. certification, within three years; driver's licence.

DIFFICULTY OF WORK

The incumbent is expected to assist the Superintendent in all phases of Filtration Plant operations. Close attention to details of interrelated complexity must be scrupulously exercised in overseeing water treatment procedures. Conditions can include emergencies/high-stress situations, where crisis-management skills are necessary. Careful judgment, at times under duress, in adapting departmental guidelines to fit intricate conditions often requires individual diagnosis and problem solving. A meticulous, continual review of operations and statistics is essential to ensure high quality water production. The Manager of Operations must be on emergency call 24 hours/day.

RESPONSIBILITY

The incumbent manages operations which supply Fort Wayne with uncontaminated, safe and palatable water, and therefore is a major contributor to the Filtration Plant's overall mission. The incumbent works with technical autonomy in achieving the general objectives developed by the Superintendent.

PERSONAL WORK RELATIONSHIPS

Contact with the public, staff, government officials and organization representatives occur throughout all aspects of the work. Such contact is necessary in order to explain procedures, interpret guidelines, resolve problems, implement policies or coordinate water treatment. Incumbent may communicate with representatives of City Council, County Council, Board of Works, Fort Wayne-Allen County Board of Health, Indiana Department of Environmental Management, Environmental Protection Agency and the Indiana State Board of Health, etc.

SUPERVISION

As assistant to the Superintendent and second in charge of the department, the incumbent directly supervises a staff of 4 to 9, assigning, checking and maintaining the flow of work, and indirectly oversees 22 - 25 employees.

ASSISTANT SUPERINTENDENT 210 FILTRATION PLANT

DEFINITION

Under general direction to assist in the overall operation and administration of the Filtration Plant and its many related dams, reservoirs, and pumping stations; to supervise and direct the work of laboratory chemists and water treatment equipment operators; and perform other duties as required.

EXAMPLES OF DUTIES

Supervises water purification procedure and treatment, laboratory chemical and bacteriological analysis, distribution sampling, and new main disinfection; supervises the work of plant operators; assists in planning and scheduling the maintenance and repair of operating equipment; prepares and maintains records and reports of purification data, pumpage of raw, filtered and high service water, and Board of Health data; provides sickness and vacation relief schedules for plant operators as needed; assists the Superintendent in the formulation of methods, policies and procedures; performs other duties as required.

EMPLOYMENT STANDARDS

Education and Experience: Any combination equivalent to graduation from college in Chemical or Sanitary Engineering, and five years of increasingly responsible experience in chemical and bacteriological water analysis and supervision of operations within a water treatment plant.

Knowledge and Abilities: Knowledge of principles and laboratory techniques of micro-biology, chemistry and chemical processing; knowledge of the function and operation of major water treatment equipment; ability to supervise and direct the work of others; ability to make independent judgements and decisions; to maintain safe, palatable water, ability to make accurate chemical and physical analysis of water and other materials; ability to compile technical and financial reports for state agencies.

LICENSE NEEDED: Water Works Operator's Certification

IMMEDIATE SUPERVISOR: Superintendent

HOURS: 8:00 A.M. to 4:30 P.M.

SALARY: L.G. 14; Exempt.

CONFIDENTIAL: YES

REVISED: July 1978, July '85

POSITION TITLE: Maintenance Supervisor
DEPARTMENT: Filtration Plant

Under direction of the Filtration Plant's Superintendent, incumbent supervises the installation, maintenance, and repair of equipment for the Filtration Plant and its related facilities.

DUTIES

* Supervises the installation, maintenance, repair, inspection and calibration of all departmental water treatment and maintenance equipment;
* Directly supervises 7 - 9 employees on the immediate shift, with responsibility for a total of 29 - 32 on all shifts, including shift foremen, electricians, mechanics and maintenance employees, etc.;
* Oversees work crews during shift foreman absences;
* Assists in employee training and safety procedures;
* Maintains equipment maintenance records, reviewing and implementing preventive maintenance procedures;
* Tracks status of daily work assignments;
* Assists in plant facilities/equipment decisions, plans and specifications, including maintenance budgets and capital improvement plans;
* Confers with vendors and writes purchasing requisitions;
* Supervises operations such as chlorine storage, machine shop activities and the switching of hopper cars from railroad sidings, etc.
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to high school graduation and three years experience with mechanical and hydraulic equipment and one year supervisory experience;
* Ability to coordinate, implement, and supervise efficient maintenance/repair operations;
* Effective communications skills conducive to supervising and training employees and dealing with vendors;
* Specialized understanding of applied mechanics, modern maintenance/repair tools and practices, and new developments;
* Ability to interpret and work from blueprints, diagrams, tables and specifications;
* Knowledge of Utility Safety Rules;
* Chauffeur's licence.

DIFFICULTY OF WORK

The incumbent is expected to supervise and implement all aspects of the installation, maintenance and repair of the aforementioned equipment. Regular mechanical/maintenance procedures must sometimes be adapted to fit particular situations or individual machines. The maintenance/repair work of three shifts must be planned and coordinated. The Maintenance Supervisor must be on emergency call 24 hours/day.

RESPONSIBILITY

The incumbent is responsible for the smooth, uninterrupted operation of all Filtration Plant and related facilities equipment so that Fort Wayne's safe and palatable water supply is uninterrupted. The incumbent requires no technical instruction in the carrying out of responsibilities.

PERSONAL WORK RELATIONSHIPS

Contact with Filtration Plant staff, vendors, contractors, and other government departments is required in order to explain work, supervise employees, research and requisition parts and equipment, and resolve problems.

SUPERVISION

With full responsibility for the maintenance/repair area, the incumbent directly supervises 7 - 9 employees on the immediate shift, with responsibility for a total of 29 - 32 on all shifts.

Maintenance Foreman 210 Filtration Plant

Definition

Under general supervision to supervise as foreman of the repair, maintenance, inspection, and installation of all types of water filtration plant, pumping station, and impounding dam operating equipment; perform other duties as required.

Examples of Duties

Supervises the repair, maintenance, inspection, calibration, and installation of such equipment as motor-driven, centrifugal pumping units, automatic cone valves, sluice gates, heating boilers, steam guages, gas generators, meters, overhead cranes, water-wheel driven electric generators, tainter gate hoists, wash water meters, piping, filter sand agitators, chemical feeding mechanisms, sludge pumps, and chlorine and amonia feeding equipment; supervises the unloading and storage of chlorine gas in tank cans and containers; supervises the operation of a machine shop; supervises the switching of hopper cars from railroad siding; directs the work of the yard crew in the maintenance of the grounds; directs the work of all maintenance employees; prices materials; maintains maintenance records; maintains equipment and work areas in a clean and orderly condition; performs duties in accordance with Utility safety rules, operating regulations and policies; reports irregularities and abnormal conditions; directs the work of employees assigned to assist; assists in the training of other employees; assists employees of equal or higher classification; performs similar or less skilled.

Employment Standards

Education and Experience: Any combination to four years of high school and three years of high school and three years of experience as a Mechanic A.

Knowledge and Abilities: Knowledge of applied mechanics; knowledge of modern maintenance tools, repair methods, and safety practices; ability to direct the work of others; ability to interpret and work from blueprints, diagrams, tables, and specifications.

LICENSE NEEDED: None

IMMEDIATE SUPERVISOR: Assistant Superintendent and Chief Chemist or designee.

HOUSR: 7:30 am to 4:00 pm

SALARY: Labor Grade 14

CONFIDENTIAL: Yes

REVISED: July 20, 1981 July '85

POSITION TITLE: Police Planner
DEPARTMENT: Police

Under direction of the Police Chief, incumbent researches and plans the achievement of day to day and long range goals of the Police Department.

DUTIES

* Assist Police Chief in examination and evaluation of departmental goals and objectives necessary for the effective operation of the Police Department;
* Collects relevant research and program tracking data;
* Analyses statistics and other data;
* Researches data, plans, goals and objectives;
* Formulates detailed plans and implementation timetables;
* Tracks and evaluates operational effectiveness of programs;
* Writes correspondence and operational plans;
* Designs forms;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to a Baccalaureate, e.g., in Business or Public Administration, formal planning experience and five years experience as a police officer;
* Effective written and oral communication skills conducive to formal research operations;
* Specialized knowledge of generally accepted research and statistics theories and commonly used planning principles;
* Organizational skills contributive to setting priorities, meeting deadlines and coordinating programs;
* Understanding of management needs and law enforcement;
* Valid driver's license.

DIFFICULTY OF WORK

The incumbent is expected to examine and evaluate existing Police Department programs, and research and track new programs. Within generally applicable guidelines, meticulous judgement is necessary in adapting planning formulas to fit complex conditions of individual programs. The broad scope of complexity inherent to program research and planning involves unclear interrelationships and individual program treatment.

RESPONSIBILITY

The incumbent makes a substantial contribution, based on Police Department policies, to its efficient and effective program operation. Deviations from such policies, as well as any possible unusual problems, must be referred to the Police Chief. The incumbent is resposible for the research and planning for the achievement of both day to day and long range goals of the Police Department.

PERSONAL WORK RELATIONSHIPS

Contact with the public, coworkers and governmental officials occur throughout all aspects of the work in order to provide/obtain information, explanation, interpretation or problem resolution. Such contact is also necessary to maintain program coordination.

SUPERVISION

This position does not require supervisory duty.

POSITION TITLE: Administrative Assistant
DEPARTMENT: Police

Under direction of the Police Chief, incumbent provides administrative assistance to the Chief and departmental information to the public and other government officials.

DUTIES

* Assists Police Chief in departmental administration, including but not limited to securing resources, evaluating programs, designing/editing documents, developing annual reports, etc.;
* Develops marketing materials/methods for information dispersal regarding departmental programs;
* Provides program information to the public, government officials and specific groups;
* Increases public acceptance and awareness of Police Department programs and refers complaints to appropriate personnel;
* Researches funding sources and program eligibility; writes grants;
* Acts as liaison between the Police Chief, other city departments, private business, the general public, and co-workers;
* Collaborates with Public Information Officer;
* Plans and produces awards ceremonies, presentations and events, preparing certificates, programs, and remarks, notifying recipients, procuring photographers, sites, materials, etc.;
* Creates marketing and educational public service announcements and monthly newsletter;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to a Baccalaureate in Marketing, Public Administration or Communications and two years experience in marketing and program evaluation;
* Effective written and oral communication skills conducive to acting as liaison, creating public service announcements, marketing programs and dealing with the public, coworkers and government officials;
* Specialized knowledge of generally accepted marketing theories and commonly used liaison, public service and communication principles;
* Organizational skills contributive to setting priorities, meeting deadlines and coordinating events;
* Valid driver's license

DIFFICULTY OF WORK

The incumbent is expected to assist the Police Chief in departmental administration, as well as create, plan and coordinate promotional and informational services. Careful judgment is necessary in adapting marketing and communication guidelines to ft unusual situations. The broad scope of administrative assistance and communications activities involves intricate interrelationships of variables that are sometimes difficult to delineate.

RESPONSIBILITY

The incumbent makes a substantial contribution, based on Police Department policies, to its efficient administration and to its community relations. Deviations from such policies, as well as any anticipated unusual problems, must be referred to the Police Chief. The incumbent is responsible for promoting the Police Department within the community.

PERSONAL WORK RELATIONSHIPS

Contact with the public, staff members and with governmental officials occur throughout all aspects of the work in order to provide information, explanation, interpretation or problem resolution. Said contact is also necessary to implement departmental policies or to coordinate events.

SUPERVISION

This position does not require supervisory duty.

ADMINISTRATIVE ASSISTANT

SAFETY DIVISION

Definition

Under supervision of the Director, assists in coordinating the services under the Safety Division, namely Police, Fire, Communications, Emergency Services and the Humane Shelter; performs other duties as required.

Example of Duties

Under direction, helps to facilitate communication between the departments of the safety division; conducts research and collects data regarding safety services in the City and from external sources as directed; assists in policy formulation and interpretation; acts as Director's liason with division employees and other City administrators; handles routine correspondence and is responsible for other administrative assistance in areas such as personnel needs and problems, budgeting, etc.; responds to public complaints, etc. as directed.

Employment Standards

Education and Experience: any combination of education and/or experience equivalent to a Bachelor's degree in Public Affairs, Business Administration or a related field.

Knowledge and Abilities: Knowledge of municipal government organization as it relates to public safety services; ability to analyze problems and/or data; ability to communicate effectively in an oral and written fashion; ability to establish and maintain effective working relationships with administrators, co-workers, public and private officials and the general public.

Licenses Needed: Valid Driver's License if City vehicle used.

Immediate Supervisor: Director of Safety

Hours: 8:00 a.m. - 5:00 p.m.; may vary depending on need.

Salary: Labor Grade 12, Exempt

Revised: June, 1984

POSITION TITLE: Senior Crime Analyst
DEPARTMENT: Police

Under direction of the Police Chief, incumbent supervises the Crime Analysis Unit and directs its project grants, providing crime analysis information to all Police Department divisions.

DUTIES

* Supervise all members of the Crime Analysis Unit;
* Directs and oversees all Unit grant projects;
* Implements daily operation of all computer hardware and software;
* Oversees project compliance with federal requirements;
* Assures that all information requests are accurately met in a timely manner;
* Trains staff in ongoing system updates;
* Acts as liaison between various Police Department divisions, as well as between the Unit and vendors;
* Collects, collates, analyzes and disseminates crime analysis information;
* Continually updates data system;
* Provides Police Chief with administrative analyses;
* Oversees career criminal file maintenance, special report publications, and the analyzing/recording of crime elements;
* Performs other duties as required.

REQUIREMENTS

* Any combination of education/experience equivalent to a Baccalaureate in a related field and three years experience in crime analysis;
* Communication skills conducive to effectively dealing with staff, vendors and Police Department personnel;
* Specialized knowledge of crime analysis principles;
* Elementary knowledge of computer principles, grant procedures and crime analysis methodology;
* Understanding of law enforcement principles;
* Driver's license; N.C.I.C. - I.D.A.C. license within six months.

DIFFICULTY OF WORK

The incumbent is expected to supervise the Crime Analysis Unit's activities, as well as oversee program automation, act as grant director and liaison. Within generally accepted guidelines, judgment is required in adapting standard automation procedures to fit crime analysis considerations. Such considerations, restricted in scope, involve interrelationships which are not clearly evident.

RESPONSIBILITY

The incumbent is responsible for the activities and efficient operation of the Crime Analysis Unit, making nonroutine decisions based on Police Department guidelines. Deviations from such guidelines must be referred to the Police Chief.

PERSONAL WORK RELATIONSHIPS

Contact with vendors, staff and government officials occur throughout all aspects of the work in order to provide information, explanation, supervision or problem resolution.

SUPERVISION

The incumbent supervises one to two Crime Analysts and spends a large amount of time in more involved areas of the same work as staff.

TAPEVIEW

POSITION TITLE: MARKETING AND PROGRAM COORDINATOR

DEPARTMENT: ANIMAL CONTROL

DEFINITION:

Working under the Shelter Manager, incumbent coordinates and promotes spay/neuter, licensing, Spay/Neuter Assistance Program (S.N.A.P.), and other departmental programs and special projects designed to encourage the community to have pets spayed/neutered.

DUTIES:

- Oversees and directs programs designed to promote the importance of spay/neuter and differential licensing;
- Performs public speaking at numerous and varied meetings, such as neighborhood associations, community groups and other interested parties, to describe and promote spay/neuter, differential licensing, S.N.A.P., and other departmental programs;
- Develops brochures, newsletters, press releases and public service announcements to market and promote departmental spay/neuter programs;
- Develops and maintains cooperative working relationships with community interest groups, media and the general public;
- Organizes and directs special projects designed to raise funds for S.N.A.P. and other departmental programs;
- Performs other duties as required.

REQUIREMENTS:

- Any combination of work experience or academic pursuit equivalent to a Bachelor's degree and one year experience in Business, Marketing or a related field;
- Knowledge of or the ability to learn and disseminate the principles of animal population control;
- Ability to write and speak clearly, concisely and logically, to summarize information and communicate quantitative data on animal population control, for use in group presentations, brochures, handbooks and letters;
- Ability to organize work, set priorities and work independently;
- Ability to develop and project plans and programs designed to expand current programs or to incorporate new ones;
- Specialized knowledge of marketing and the principles of promotion and distribution;
- Ability to supervise staff assigned for use, as needed, for special projects and/or programs;
- Valid Driver's License.

DIFFICULTY OF WORK:

Incumbent must use creativity to apply the standard methods and principles of marketing to the promotion of spay/neuter, differential licensing, and related programs. Moderately complex tasks must be performed with limited supervision and only periodic review of assignments.

RESPONSIBILITY:

Independent work is expected although desired results are indicated. Unusual problems are discussed with the supervisor at the discretion of the employee.

PERSONAL WORK RELATIONSHIPS:

Incumbent encounters a wide range of contacts including representatives of business and community agencies and the general public. These contacts involve explanation/interpretation to render service, carry out policy and maintain coordination.

SUPERVISION:

Incumbent generally does not supervise any employees but may have one or two persons assigned for their use during special programs and/or projects.

MUNICIPAL CORPORATION CC 0411 CITY OF FORT WAYNE CIVIL CITY

EMPLOYEE JOB LIST
MAYOR-OFFICE

REPT DADA

FILE VERSION 00 PAGE 1
TIME 08:20:59 DATE 07-06-89

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
4175	HELMKE, W PAUL	01	M	01	UC	MAYOR 1	.0000	57,228.60	01-01-88	01	UC
4564	BANKS, ESTELL SHARON	01	F	02	19	STAFF DIRECTOR 21000	25.2459	52,511.47	08-15-88	01	EXPT1
4702	MCALEXANDER, MICHAEL JAMES	01	M	01	19	STAFF DIRECTOR 21000	25.2459	52,511.47	02-16-89	01	EXPT1
4186	STAFFORD, JOHN ROBERT	01	M	01	16	DIR-STRATEGIC PLANNING 7860	22.7210	47,259.68	01-01-88	01	EXPT1
4191	HOWELL, KEVIN MARC	01	M	02	15	ADMINISTRATIVE ASSISTANT 500	15.3581	31,944.85	01-11-82	01	EXPT1
4189	NUSSA, BARBARA LEE	01	F	01	15	EXECUTIVE ASSISTANT 9400	12.5138	26,028.70	01-01-88	01	EXPT1
4188	WYATT, DIANE DENNISE	01	F	02	7	RECEPTIONIST 17850	7.9631	16,563.25	01-01-88	06	EXPT
*CONTROL-4-CODE 001											
*CONTROL-4-CODE 001							109.0478	284,048.02			7

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						DIR-FINANCE & ADMINISTRATION					
4849	LEHMAN, DOUGLAS MILLER	01	M	01	19	7050	25.2459	52,511.47	05-15-89	01	EXPT1
						DEPUTY CONTROLLER					
4183	MANOLOFF, MANOL P	01	M	01	18	6850	20.5671	42,779.57	01-01-88	01	EXPT1
						INTERNAL AUDITOR					
4539	MEEKS, KATHALEEN ANN	01	F	01	15	12400	16.6850	34,704.80	07-05-88	01	EXPT1
						ACCOUNTING SYSTEM MANAGER					
1676	AIKEN, KAREN C	01	F	01	15	460	15.0380	31,279.04	09-05-78	02	EXPT1
						PROGRAM ANALYST					
1380	PURDY, MICHAEL E	01	M	01	14	17550	11.9446	24,844.77	11-27-73	03	EXPT
						TECHNICAL SUPERVISOR					
1238	WERMAGER, KENNETH E	01	M	01	13	23475	13.3649	27,798.99	04-05-71	01	EXPT
						EXECUTIVE SECRETARY IX					
2386	CARTER, MARILYN BISHOP	01	F	02	9	9570	9.6357	20,042.26	01-28-85	06	EXPT
*CONTROL-4-CODE 002											
*CONTROL-4-CODE 002							112.4812	233,960.90			7

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
3872	BECKER, MARK DAVIS	01	M	01	18	DIRECTOR OF ECON. DEVE. 7115	20.3524	42,332.99	05-11-87	01	EXPT1
4232	BRISSON MONTEITH, M CANDICE	01	F	01	15	SR BUSINESS DEVELOP SPECIALIST 19570	15.8077	32,880.02	02-08-88	02	EXPT1
4399	HOAGBURG, SUSAN J	01	F	01	15	SENIOR FINANCE SPECIALIST 19720	15.8077	32,880.02	05-31-88	02	EXPT1
2016	CARSWELL, MARY ANN	01	F	02	13	FINANCE SPECIALIST 10150	12.9781	26,994.45	12-07-81	02	EXPT1
1780	HOSSLER, ROY W	01	M	01	13	REDEVELOPMENT SPECIALIST 18425	13.9423	28,999.98	12-17-79	02	EXPT1
4274	BLESSING, TRISHA	01	F	01	13	BUSINESS DEVELOPMENT SPECIALIS 3070	14.0787	29,283.70	03-28-88	02	EXPT1
4706	MCPHERSON, RODERICK G	01	M	02	13	BUSINESS DEVELOPMENT SPECIALIS 3070	11.3769	23,663.95	02-27-89	02	EXPT
3719	NOAH, MARY TUMLINS	01	F	01	10	ADMINISTRATIVE ASST. 502	10.8677	22,604.82	01-26-87	06	EXPT1
3661	DONALDSON, BRENDA LEE	01	F	01	6	EXECUTIVE SECRETARY VI 9700	7.3945	15,380.56	11-05-86	06	EXPT
*CONTROL-4-CODE 003											
*CONTROL-4-CODE 003							122.6060	255,020.49			9

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1791	KENNEDY, SANDRA ELAINE	01	F	01	UC	CITY CLERK 4250	.0000	32,849.18	01-01-80	01	UC
2019	BRADBURY, JANET G	01	F	01	UC	COUNCILMAN 6050	.0000	10,095.28	01-01-82	01	UC
1265	BURNS, PAUL M	01	M	01	UC	COUNCILMAN 6050	.0000	10,095.28	01-02-72	01	UC
1793	GIAQUINTA, MARK E	01	M	01	UC	COUNCILMAN 6050	.0000	10,095.28	01-01-80	01	UC
2210	HENRY, THOMAS C	01	M	01	UC	COUNCILMAN 6050	.0000	10,095.28	01-01-84	01	UC
4206	LONG, DAVID C	01	M	01	UC	COUNCILMAN 6050	.0000	10,095.28	01-01-88	01	UC
2209	REDD, CHARLES B	01	M	02	UC	COUNCILMAN 6050	.0000	10,095.28	01-01-84	01	UC
1264	SCHMIDT, DONALD J	01	M	01	UC	COUNCILMAN 6050	.0000	10,095.28	01-01-72	01	UC
1262	STIER, JAMES S	01	M	01	UC	COUNCILMAN 6050	.0000	10,095.28	01-01-72	01	UC
1263	TALARICO, SAMUEL J	01	M	01	UC	COUNCILMAN 6050	.0000	10,095.28	01-01-72	01	UC
2213	LEVINE, STANLEY A	01	M	01	UC	COUNCIL ATTORNEY 6300	14.3727	29,895.22	01-11-84	02	UC
1281	ESHCOFF, NADEJDA	01	F	01	12	CHIEF DEPUTY 3800	10.8070	22,478.56	03-20-72	01	EXPT
1866	JONES, CAROLYN SUE	01	F	01	10	SUPERVISOR 22050	9.6698	20,113.18	08-04-80	01	EXPT
3710	LOVE-JACOBSON, CATHERINE A	01	F	01	9	RESEARCH ASSISTANT 18700	9.1013	18,930.70	01-01-87	06	EXPT
2169	SNOUFFER, LISA A	01	F	01	5	VIOLATIONS CITIZENS ADVOCATE 24400	7.8860	16,402.88	09-06-83	05	EXPT
2096	STAHLHUT, PATRICIA A	01	F	01	5	VIOLATIONS CITIZENS ADVOCATE 24400	7.8860	16,402.88	01-17-83	05	EXPT
1491	PARNIN, ANGELA KAY	01	F	01	5	EXECUTIVE SECRETARY/BOOKKEEPER 9550	8.2069	17,070.35	06-09-75	06	EXPT
*CONTROL-4-CODE 004											
*CONTROL-4-CODE 004							67.9297	265,000.47			17

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1395	MCKINLEY-ELDRIDGE, DELOIS	01	F	02	17	EXECUTIVE DIRECTOR 9450	17.5741	36,554.13	04-18-74	01	EXPT1
2199	WALKER, KAREN S	01	F	01	15	STAFF ATTORNEY 20950	12.5137	26,028.50	10-17-88	02	EXPT1
1890	BAILEY III, DUVAL R	01	M	02	15	DEPUTY DIRECTOR 6900	12.9919	27,023.15	09-15-80	01	EXPT1
*CONTROL-4-CODE 005											
*CONTROL-4-CODE 005							43.0797	89,605.78			3

Hocholer Dan Chief Investigator 10.8070 22478.56 5-18-87

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
4896	LAYTON, CHARLES EDWARD	01	M	01	19	DIRECTOR 7100	25.2459	52,511.47	06-05-89	01	EXPT1
1895	ORR, RICKY WAYNE	01	M	01	13	SUPERVISOR 22050	12.9745	26,986.96	09-30-80	03	EXPT1
1266	GOCHENOUR, HELEN V	01	F	01	12	CLERK TO BOARD 4700	13.3637	27,796.50	01-11-72	01	EXPT1
4209	BUTTS, MARGARET MARY	01	F	01	12	ADMINISTRATIVE ASSISTANT 500	11.2393	23,377.74	01-11-88	06	EXPT1
2087	FOX, THOMAS C	01	M	01	12	ADMINISTRATIVE ASSISTANT 500	12.1900	25,355.20	12-09-82	01	EXPT1
4192	SANDERS, AMY LYNN	01	F	01	12	ADMINISTRATIVE ASSISTANT 500	11.9446	24,844.77	01-01-88	02	EXPT1
2106	MORRIS, THELMA A	01	F	01	9	EXECUTIVE SECRETARY IX 9570	9.6357	20,042.26	04-04-83	06	EXPT1
4541	CRICK, PATRICIA JOANNE	01	F	01	8	EXECUTIVE SECRETARY VIII 9600	9.6357	20,042.26	07-11-88	06	EXPT
*CONTROL-4-CODE 006											
*CONTROL-4-CODE 006							106.2294	220,957.16			

OK 1990 " " add 1 position (elect ... to reg)

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1072	BAETEN, GARY F	01	M	01	17	NEIGH CODE ENFORCE/ADMINISTR 15075	17.7836	36,989.89	03-18-68	01	EXPT1
4796	MAGLIOZZI, LAWRENCE PHILIP	01	M	01	16	SENIOR PLANNER 19850	15.6250	32,500.00	05-01-89	01	EXPT1
4571	STAIR, GARY MICHAEL	01	M	01	16	SENIOR PLANNER 19850	17.7836	36,989.89	09-06-88	02	EXPT1
2056	CAIN, THOMAS R	01	M	01	16	URBAN DESIGNER III 24000	14.8352	30,857.22	07-12-82	01	EXPT1
177	MCMAHON, ROBERT ARDEN	01	M	01	14	ENFORCEMENT MANAGER 9250	13.2289	27,516.11	11-09-87	01	EXPT1
2336	GRAY, SANDRA J	01	F	01	12	CASE SYSTEM MANAGER 3150	11.0576	22,999.81	10-01-84	06	EXPT1
4831	BRUCE, GLYNNIS ANN	01	F	01	9	OFFICE MANAGER 15250	9.6150	19,999.20	05-15-89	02	EXPT1
*CONTROL-4-CODE 008											
*CONTROL-4-CODE 008							99.9289	207,852.12			7

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
4201	BOYER, RAY DAVID	01	M	01	UC	ASSOCIATE CITY ATTORNEY 2450	.0000	17,467.58	01-01-88	02	UC
4611	HAWK, DAVID K	01	M	01	UC	ASSOCIATE CITY ATTORNEY 2450	.0000	17,467.58	09-26-88	02	UC
4203	POWELL, LINDA PETERSON	01	F	01	UC	ASSOCIATE CITY ATTORNEY 2450	.0000	17,467.58	01-06-88	02	UC
4202	WRIGHT, DAVID M	01	M	01	UC	ASSOCIATE CITY ATTORNEY 2450	.0000	17,467.58	01-01-88	02	UC
4196	MCCAULAY, J TIMOTHY	01	M	01	UC	CITY ATTORNEY 4200	.0000	31,140.46	01-01-88	01	UC
4204	KNOX-FILES, RHEBA JESSICA	01	F	02	18	STAFF ATTORNEY 20950	17.7836	36,989.89	01-01-88	02	EXPT1
4187	BROWN, DIANE C	01	F	01	9	LEGAL/RESEARCH SECRETARY 13501	9.1013	18,930.70	01-01-88	06	EXPT
*CONTROL-4-CODE 009											
*CONTROL-4-CODE 009							26.8849	156,931.37			7

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1589	MOORE JR, TALMADGE N	01	M	01	17	CHIEF OF POLICE 4000	19.6123	40,794.62	04-18-77	01	EXPT
1305	HANNAFORD, DANIEL ALLEN	01	M	01	16	ASSISTANT CHIEF 1550	17.2333	35,845.26	07-06-72	01	EXPT
1506	COLEMAN SR, DAVID ALLEN	01	M	02	15	DEPUTY CHIEF 6800	15.4159	32,065.07	09-22-75	01	EXPT
941	HARPER, PAT ALLAN	01	M	01	15	DEPUTY CHIEF 6800	15.4159	32,065.07	10-19-64	01	EXPT
1578	LEWIS, GREGORY M	01	M	01	15	DEPUTY CHIEF 6800	15.4159	32,065.07	02-07-77	01	EXPT
1405	PRUITT, AL T	01	M	02	15	DEPUTY CHIEF 6800	15.4159	32,065.07	04-29-74	01	EXPT
1120	BECK, PAUL FREDERICK	01	M	01	13	CAPTAIN 3250	14.8597	30,908.18	01-01-69	02	EXPT
1456	BENDER, MARTIN A	01	M	01	13	CAPTAIN 3250	14.8597	30,908.18	01-17-75	02	EXPT
1173	CRAWFORD JR, JAMES	01	M	02	13	CAPTAIN 3250	14.8597	30,908.18	01-03-70	02	EXPT
1055	GREER, GERALD STANLEY	01	M	02	13	CAPTAIN 3250	14.8597	30,908.18	12-09-67	03	EXPT
1398	HARTUP, DWAYNE A	01	M	01	13	CAPTAIN 3250	14.8597	30,908.18	04-28-74	02	EXPT
1030	LETZ, GEORGE RICHARD	01	M	01	13	CAPTAIN 3250	14.8597	30,908.18	05-29-67	02	EXPT
1508	NELSON JR, WILLIAM KEITH	01	M	01	13	CAPTAIN 3250	14.8597	30,908.18	09-22-75	02	EXPT
1090	POIRY, STEPHAN P	01	M	01	13	CAPTAIN 3250	14.8597	30,908.18	06-01-68	02	EXPT
1507	YORK, RUSSELL PAUL	01	M	01	13	CAPTAIN 3250	14.8597	30,908.18	09-22-75	02	EXPT
1967	SMALLWOOD, PATRICIA B	01	F	01	13	DIRECTOR, VICTIMS ASSISTANCE 7750	12.7072	26,430.98	08-10-81	01	EXPT1
3535	LEWIS, NAOMI SUE	01	F	01	11	SENIOR VICTIM'S ADVOCATE 19910	10.2400	21,299.20	07-21-86	05	EXPT
4667	DAVIS, TRACY DWANNA	03	F	02	10	PATROLMAN/FIRST YEAR 17350	9.0400	18,803.20	01-09-89	04	EXPT
1891	AMSTUTZ, COYITA C	01	F	01	9	RECORDS BUREAU TECHNICIAN 18000	9.3483	19,444.46	09-15-80	03	EXPT

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						RECORDS BUREAU TECHNICIAN					
2960	GASKILL, PEGGY ANN	01	F	01	9	18000	9.3483	19,444.46	10-07-85	03	EXPT
						RECORDS BUREAU TECHNICIAN					
1618	HILL, BARBARA JEAN	01	F	02	9	18000	9.8516	20,491.33	09-06-77	03	EXPT
						RECORDS BUREAU TECHNICIAN					
1798	KENNEDY, PATRICE RENEE'	01	F	01	9	18000	9.8516	20,491.33	01-07-80	03	EXPT
						RECORDS BUREAU TECHNICIAN					
3705	PEDRAZA, JULIE LYNN	01	F	01	9	18000	9.1013	18,930.70	02-08-88	03	EXPT
						RECORDS BUREAU TECHNICIAN					
1944	PITZEN JR, THOMAS M	01	M	01	9	18000	9.1013	18,930.70	05-11-81	03	EXPT
						RECORDS BUREAU TECHNICIAN					
4628	TREVINO, CORINNE LENORA	01	F	06	9	18000	9.1013	18,930.70	10-18-88	03	EXPT
						RECORDS BUREAU TECHNICIAN					
3574	WORMCASTLE, MARY KATHERINE	01	F	01	9	18000	9.1013	18,930.70	09-08-86	03	EXPT
						CRIME ANALYST					
4327	JOHNSON, MARY B	01	F	01	8	6300	11.5149	23,950.99	04-19-88	04	EXPT
						EXECUTIVE SECRETARY VI					
4930	MELLIS, HOPE M	01	F	01	6	9700	9.1346	18,999.97	06-19-89	06	EXPT
						PROPERTY MANAGEMENT CLERK					
3541	BOOTH, MARY ELIZABETH	01	F	01	3	17725	7.4234	15,440.67	07-31-86	06	EXPT
						PROPERTY MANAGEMENT CLERK					
3515	WHITAKER, ROSEMARY	01	F	01	3	17725	7.4234	15,440.67	07-07-86	06	EXPT
							374.5355	779,033.84			30

*CONTROL-4-CODE 014
*CONTROL-4-CODE 014

Positions filled
June of 1989
310 officers

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						MANAGER					
4205	COMPTON, BELINDA ELLEN	01	F	01	14	14330	13.7572	28,614.98	01-04-88	01	EXPT1
						ASST SHELTER MANAGER					
1846	REED, NANCY J	01	F	01	12	1950	11.4897	23,898.58	01-20-88	06	EXPT1
						SUPERVISOR OF ANIMAL CONTROL					
1124A	CAINS, DONALD GENE	01	M	01	11	22050	11.4897	23,898.58	06-05-89	02	EXPT
						ANIMAL CARE SUPERVISOR					
2061	KLINE, PAMELA S	01	F	01	11	875	11.4897	23,898.58	07-30-82	01	EXPT1
*CONTROL-4-CODE 017											
*CONTROL-4-CODE 017							48.2263	100,310.72			4

MUNICIPAL CC CITY OF FORT WAYNE
CORPORATION 0411 CIVIL CITY

EMPLOYEE JOB LIST
COMMUNICATIONS

REPT
DADA

FILE VERSION 00 PAGE 12
TIME 08:20:59 DATE 07-06-89

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1358	RAYPOLE, RANDY L	01	M	01	17	CHIEF OF COMMUNICATIONS 3970	19.4555	40,467.44	08-22-73	01	EXPT1
2062	MCEVOY, DONALD V	01	M	01	15	SUPERVISOR OF OPERATIONS 22230	16.0838	33,454.30	08-01-82	01	EXPT1
1653	DUSEK, GUY M	01	M	01	13	SUPERVISOR OF DISPATCHERS 22650	13.9355	28,985.84	06-01-78	01	EXPT
1250	FRISCH, MARK C	01	M	01	13	SUPERVISOR OF DISPATCHERS 22650	13.9355	28,985.84	08-06-71	01	EXPT
1700	KING, DEBORAH S	01	F	01	13	SUPERVISOR OF DISPATCHERS 22650	13.9355	28,985.84	11-06-78	01	EXPT1
1253	SMITH, GENE J	01	M	01	13	SUPERVISOR OF DISPATCHERS 22650	13.9355	28,985.84	08-31-71	01	EXPT
*1553	HAYHURST, DAVID O	01	M	01	13	SUPERVISOR OF TECHNICIANS 22775	15.9263	33,126.70	07-12-76	01	EXPT
4635	HARZ, CARL HOWARD	01	M	01	12	ELECTRONICS TECHNICIAN 8800	11.5000	23,920.00	11-09-88	03	EXPT
1952	WEICHSELFELDER, GEORGE D	01	M	04	12	ELECTRONICS TECHNICIAN 8800	12.2919	25,567.15	06-01-81	03	EXPT
3495	HEREDIA, PEGGY A	01	F	01	9	ADMINISTRATIVE ASSISTANT 500	9.6672	20,107.78	06-30-86	01	EXPT
							140.6667	292,586.73			10

*CONTROL-4-CODE 018
*CONTROL-4-CODE 018

Eliminate #1553 Passed 9-0

check LG13 - Supv Technicians

Hold 8/1 for

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						CITIZEN ADVOCATE					
4193	LYONS, PATRICIA	01	F	01	14	4150	13.9354	28,985.63	01-01-88	01	EXPT1
						NEIGHBORHOOD SPECIALIST					
4836	SCHOPPMAN, BARBARA JOAN	01	F	01	11	15150	11.0576	22,999.81	05-22-89	02	EXPT
						ASST CITIZEN'S ADVOCATE					
2342	MATA, DIANA M	01	F	06	8	1650	8.9899	18,698.99	10-22-84	05	EXPT
						ASST CITIZEN'S ADVOCATE					
3624	PRICE, KATHERINE LORRAINE	01	F	01	8	1650	8.9899	18,698.99	09-22-86	06	EXPT
*CONTROL-4-CODE 019											
*CONTROL-4-CODE 019							42.9728	89,383.42			4

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
4194	BUSKIRK, LINDA	01	F	01	14	PUBLIC INFORMATION DIRECTOR 17751	15.9262	33,126.50	01-01-88	01	EXPT1
4185	BREWER, CAROLYN ELAINE	01	F	02	12	PUBLIC INFORMATION OFFICER 17750	11.9446	24,844.77	01-01-88	02	EXPT1
4197	MCCRAY, ELIZABETH MACY	01	F	01	10	MARKETING-ADMIN. ASST. 14480	10.1267	21,063.54	01-01-88	02	EXPT1
4198	GILLESPIE, DEBORAH KAY	01	F	01	10	OFFICE MANAGER-ADMIN. ASST. 15240	10.1267	21,063.54	01-01-88	06	EXPT1
4271	CRAWFORD-MOORE, DARLENE	01	F	02	4	EXECUTIVE SECRETARY IV 9800	6.0760	12,638.08	03-28-88	06	EXPT
*CONTROL-4-CODE 020											
*CONTROL-4-CODE 020							54.2002	112,736.43			5

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						SUPERVISOR OF PAYROLL SERVICES					
1474	FREEWALT, SHERRI SUE	01	F	01	13	22250	14.0371	29,197.17	01-27-75	01	EXPT1
						PAYROLL ADMINISTRATOR					
4254	GRIGGS, LERONIA YVETTE	01	F	02	9	16550	9.1013	18,930.70	03-14-88	06	EXPT
						PAYROLL ADMINISTRATOR					
3723	VAN EVERY, SUSAN J	01	F	01	9	16550	9.1013	18,930.70	02-02-87	06	EXPT
*CONTROL-4-CODE 022											
*CONTROL-4-CODE 022							32.2397	67,058.57			3

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
4182	PETERS IV, FREDUS NELSON	01	M	01	18	DIR PERSONNEL/LABOR RELATIONS 7450	19.0187	39,558.90	01-01-88	01	EXPT1
1769	GANAWAY, MAE FRANCES	01	F	02	16	ASSOC DIR PERS/LABOR RELATIONS 2500	15.8076	32,879.81	10-01-79	01	EXPT1
1349	BECHER, DAVID JOHN	01	M	01	14	LABOR RELATIONS ADMINISTRATOR 12950	12.3459	25,679.47	05-06-73	01	EXPT
4243	ESSEX JR, THOMAS	01	M	02	14	EEO/AA ADMINISTRATOR 8450	13.0907	27,228.66	02-23-88	01	EXPT
1660	HOGAN, JACK LEE	01	M	01	12	SAFETY INVESTIGATOR 18800	11.7916	24,526.53	07-05-78	01	EXPT
4538	BOOKS, JOY ANN	01	F	01	12	EMPLOYMENT SPECIALIST 9060	11.8558	24,660.06	07-11-88	02	EXPT
3682	TAYLOR, LANA KAY	01	F	01	12	EMPLOYMENT SPECIALIST 9060	13.0907	27,228.66	11-24-86	01	EXPT
1821	BRAGALONE, ALBERT JOHN	01	M	01	11	VETERANS SERVICES OFFICER 24350	10.6939	22,243.31	02-25-80	01	EXPT
1843	HARRIS, NANCY E	01	F	01	10	OFFICE MANAGER 15250	10.6207	22,091.06	04-13-87	01	EXPT1
2406	ANDERSON, DEBORAH ANN	01	F	05	10	BENEFITS ADMINISTRATOR 2710	9.8797	20,549.78	02-25-85	08	EXPT
2238	KLOHA, NANCY M	01	F	01	9	ADMINISTRATIVE ASSISTANT 500	9.1013	18,930.70	03-26-84	06	EXPT
4061	KING, SARAH ANN	01	F	02	7	EXECUTIVE SECRETARY VII 9650	8.6269	17,943.95	07-27-87	06	EXPT
*CONTROL-4-CODE 023											
*CONTROL-4-CODE 023							145.9235	303,520.89			12

EMP. NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						PURCHASING DIRECTOR					
4184	GOEGLEIN, GLORIA J	01	F	01	16	17800	16.7956	34,934.85	01-01-88	04	EXPT1
						ASSISTANT DIRECTOR					
* 4245	HANNEMAN, DOROTHY A	01	F	01	10	1800	12.4805	25,959.44	02-24-88	01	EXPT1
*CONTROL-4-CODE 024											
*CONTROL-4-CODE 024							29.2761	60,894.29			2

* Freeze Asst Dir Purchasing at 25,959.44 for 1990

Passed 8-0

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1135	ADAMS, THOMAS EDWARD	01	M	01	17	FIRE CHIEF 10200	19.6128	40,794.62	03-03-69	01	EXPT
1041	BAUERMEISTER, JERRY W	01	M	01	16	DEPUTY CHIEF 6800	16.6951	34,725.81	10-02-67	01	EXPT
1195	BROWN, RONALD WAYNE	01	M	01	15	ASSISTANT CHIEF 1550	15.1424	31,496.19	03-01-70	01	EXPT
1127	HAMM, RONALD GENE	01	M	01	15	ASSISTANT CHIEF 1550	15.1424	31,496.19	01-02-69	01	EXPT
1438	HINTON, STEVEN CRAIG	01	M	01	15	ASSISTANT CHIEF 1550	15.1424	31,496.19	10-01-74	01	EXPT
1542	JOHNSON, ROY	01	M	02	15	ASSISTANT CHIEF 1550	15.1424	31,496.19	12-26-75	01	EXPT
1078	STILWELL, CLIFFORD GEORGE	01	M	01	15	ASSISTANT CHIEF 1550	15.1424	31,496.19	05-13-68	02	EXPT
1260	ADAMS SR, STEPHEN A	01	M	01	13	DISTRICT CHIEF 8050	13.5593	28,203.34	12-01-71	01	EXPT
1161	AKER, MICHAEL M	01	M	01	13	DISTRICT CHIEF 8050	9.6852	28,203.30	10-07-69	01	EXPT
1330	FITCH, JOHN EVAN	01	M	01	13	DISTRICT CHIEF 8050	9.6852	28,203.30	12-13-72	01	EXPT
1133	HOKE, NORMAN ALLEN	01	M	01	13	DISTRICT CHIEF 8050	9.6852	28,203.30	03-03-69	01	EXPT
735	KRIDER SR, RAYMOND EDMOND	01	M	01	13	DISTRICT CHIEF 8050	9.6852	28,203.30	03-01-54	01	EXPT
1541	LAWSON, M DOUGLAS	01	M	02	13	DISTRICT CHIEF 8050	13.5593	28,203.34	12-26-75	01	EXPT
1332	MELSER, RICHARD LOWELL	01	M	01	13	DISTRICT CHIEF 8050	9.6852	28,203.30	02-12-73	01	EXPT
1131	RESAC, RICHARD DONALD	01	M	01	13	DISTRICT CHIEF 8050	9.6852	28,203.30	03-03-69	02	EXPT
930	SHROYER, THOMAS ALLEN	01	M	01	13	DISTRICT CHIEF 8050	9.6852	28,203.30	04-20-64	01	EXPT
894	SUCH, ALAN HERBERT	01	M	01	13	DISTRICT CHIEF 8050	9.6852	28,203.30	05-06-63	01	EXPT
1544	VAN PELT, CHARLES BUTCH	01	M	02	13	DISTRICT CHIEF 8050	13.5593	28,203.34	12-26-75	01	EXPT
1481	WILSON, GENOIS	01	F	02	13	DISTRICT CHIEF 8050	13.5593	28,203.34	03-30-75	01	EXPT

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						DISTRICT CHIEF					
1069	WOLFCALE, THOMAS ORVAL	01	M	01	13	8050	9.6852	28,203.30	03-16-68	01	EXPT
						PUBLIC INFORMATION OFFICER					
1233	TUCKER, THOMAS WILLIAM	01	M	01	11	17750	13.1017	27,251.54	03-19-71	01	EXPT
						EXECUTIVE SECRETARY VII					
2625	HICKMAN, MELANIE C	01	F	01	7	9650	9.3862	19,523.30	05-20-85	06	EXPT
*CONTROL-4-CODE 015											
*CONTROL-4-CODE 015							275.9118	646,419.28			22

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
2246	FULLERTON, JAMES D	01	M	01	UC	GOLF COURSE PRO MANAGER 11050	5.4636	11,364.29	04-16-84	01	UC
2098	HEMSOTH, RICK L	01	M	01	UC	GOLF COURSE PRO MANAGER 11050	5.4636	11,364.29	02-07-83	01	UC
1038	MILLER, WILLIAM S	01	M	01	UC	GOLF COURSE PRO MANAGER 11050	5.4636	11,364.29	09-25-67	01	UC
+734	ARNOLD, ROBERT C	01	M	01	19	DIRECTOR - PARKS & RECREATION 7850	22.0897	45,946.58	10-07-53	01	EXPT1
1031	NOAK, DENNIS J	01	M	01	17	SUPERINTENDENT OF PARKS 21900	17.9175	37,268.40	06-05-67	01	EXPT1
1107	BENNETT, PHILLIP L	01	M	01	17	SUPT OF LEISURE SERVICES 21950	17.9175	37,268.40	11-04-68	01	EXPT1
916	WELLS, EARL B	01	M	01	17	SUPERINTENDENT OF ZOO 22000	17.9175	37,268.40	02-17-64	01	EXPT1
1453	STEPHANOFF, THOMAS	01	M	01	17	ASSOC DIR FOR ADMINISTRATION 3100	17.9175	37,268.40	01-06-75	01	EXPT1
4797	GAYDOS, STEPHEN MICHAEL	01	M	01	16	MGR HORTICULTURE/CONSERVATORY 22300	15.7177	32,692.82	05-01-89	01	EXPT1
2738	MCDADE-MOYLAN, MAUDE E	01	F	01	15	MGR OF ARTS & COMMUNITY EVENTS 14325	14.5993	30,366.54	04-03-86	01	EXPT1
+2333	PRESENSKY JR, JOHN STANLEY	01	M	01	15	MANAGER BLDGS & GROUNDS 14335	14.5993	30,366.54	09-17-84	01	EXPT1
+4342 freeze	SCHOMBURG, MATTHEW PAUL	01	M	01	15	MGR OF SUPPORT SERVICES 14410	14.5993	30,366.54	04-27-88	01	EXPT1
1455	PENLKE, CAROL J	01	F	01	15	MGR OF RECREATION SERVICES 19580	14.5993	30,366.54	04-28-75	01	EXPT1
+1725 freeze	EHRESMAN, PERRY ROBERT	01	M	01	15	MGR OF RECREATION FACILITIES 20800	14.5993	30,366.54	04-16-79	01	EXPT1
+1560 freeze	HAMILTON, CLARK R	01	M	02	15	MGR SPORTS/OUTDOOR RECREATION 20850	14.5993	30,366.54	09-13-76	01	EXPT1
+1320 freeze	ANDERSON, JAMES M	01	M	01	15	ASST SUPERINTENDENT OF ZOO 2410	14.5993	30,366.54	02-20-80	01	EXPT1
4650	DECKER, JILL MARIE	01	F	01	15	ASSOC DIR OF MARKETING 2560	14.5993	30,366.54	12-05-88	01	EXPT
+1101 freeze	BYANSKI, JEROME S	01	M	01	15	MRG OF DESIGN ENGINEERING 9200	14.5993	30,366.54	09-12-68	01	EXPT1
3148	DAEGER, DOUGLAS J	01	M	01	14	MGR OF INFORMATION SYSTEM 14336	12.9401	26,915.41	04-21-86	03	EXPT

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LG GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1267	STOLTE, LARRY EUGENE	01	M	01	14	MGR OF INFORMATION SYSTEM 14336	14.5440	30,251.52	01-17-72	01	EXPT1
740	MUDRACK, RALPH E	01	M	01	13	SUPERVISOR OF ARBORCULTURE 22325	13.2725	27,606.80	01-06-55	01	EXPT1
+1743 freeze	SHEDRON, KAREN G	01	F	01	13	SUPV OF FLORACULTURE 22400	13.2725	27,606.80	06-11-79	01	EXPT1
+1339 freeze	WALTER, LARRY MICHAEL	01	M	01	13	SUPERVISOR OF HORTICULTURE 22425	13.2725	27,606.80	03-26-73	02	EXPT1
4654	MORREALE, JOHN CHARLES	01	M	01	13	SUPV OF REPAIR & CONSTRUCTION 22740	12.3245	25,634.96	01-17-89	01	EXPT
+3709 freeze	BEATTY, KATHERINE KAY	01	F	01	12	MANAGER OF MARKETING 14440	12.6086	26,225.89	01-05-87	02	EXPT1
800	REUILLE, LARRY E	01	M	01	12	SUPERVISOR OF MAINTENANCE 22210	12.6086	26,225.89	08-01-59	01	EXPT1
4550	WOODRUFF, RUSSELL CRAIG	01	M	01	12	SUPERVISOR OF MAINTENANCE 22210	11.7075	24,351.60	07-25-88	02	EXPT1
1669	STEWART-SCOTT, YVONNE M	01	F	01	12	SUPERVISOR SR CITIZENS CTR 22375	12.6086	26,225.89	08-07-78	05	EXPT1
2381	PIROPATO, CHERYL R	01	F	01	12	SUPER OF ZOO EDUCATION SERVICE 22780	10.8070	22,478.56	01-21-85	02	EXPT
+1160 freeze	RUMSEY, PATSIE MARIE	01	F	01	12	ADMINISTRATIVE ASSISTANT 500	12.6086	26,225.89	10-06-69	01	EXPT1
4282	ACOSTA, ANTONIO	03	M	03	12	SUPVR OF OUTDOOR EDUCATION 22625	10.8070	22,478.56	12-01-88	02	EXPT
3833	DONNELL, JULIE MARIE	03	F	01	12	SUPER OF PUBLIC RELATION 22675	10.8070	22,478.56	08-22-88	02	EXPT
+2256 freeze	GIBSON, E DEAN	01	M	01	11	GOLF GREEN SUPERINTENDENT 11060	11.9451	24,845.81	05-14-84	01	EXPT1
+2403 freeze	HAHN, MICHAEL D	01	M	01	11	GOLF GREEN SUPERINTENDENT 11060	11.9451	24,845.81	02-19-85	01	EXPT1
+1484 freeze	THOMPSON, THOMAS EUGENE	01	M	01	11	GOLF GREEN SUPERINTENDENT 11060	11.9451	24,845.81	04-14-75	01	EXPT1
1545	HICKS, SARAH HELEN	01	F	01	11	SUPERVISOR REC CENTER 22680	11.9451	24,845.81	01-01-76	01	EXPT1
2955	STARKE, ROBERT AUGUSTUS	01	M	02	11	SUPERVISOR REC CENTER 22680	11.9451	24,845.81	10-04-85	01	EXPT1
+3739 freeze	PRYOR, WARREN WILLIAM	01	M	01	11	SUPERVISOR OF ZOO EXHIBITS 22770	11.9451	24,845.81	02-17-87	01	EXPT1

Held for time to take by Director

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						SUPERVISOR OF ZOO EXHIBITS					
1548	WELDON, MARK ALLEN	01	M	01	11	22770	11.9451	24,845.01	03-01-76	02	EXPT
*CONTROL-4-CODE 121											
*CONTROL-4-CODE 121							515.0600	1,071,338.53			39

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						DIRECTOR OF REDEVELOPMENT					
2141	FLETCHER, RONALD RAY	01	M	01	18	7105	20.3505	42,329.04	06-20-83	01	EXPT1
						REDEVELOPMENT SPECIALIST					
4715	MATTER, ROBERT GENE	01	M	01	13	18425	11.0577	23,000.02	03-13-89	02	EXPT1
						REDEVELOPMENT SPECIALIST					
4302	ROYSE, MARK R	01	M	01	13	18425	13.0907	27,228.66	04-12-88	02	EXPT1
						EXECUTIVE SECRETARY VIII					
2558	ROMES-JAMES, KIM MARIE	01	F	02	8	9600	8.9046	18,521.57	05-13-85	06	EXPT
*CONTROL-4-CODE 123											
*CONTROL-4-CODE 123							53.4035	111,079.29			4

CIV

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						DIR-TRANSPORTATION/OPERATIONS					
2078	DRUDGE, PRESSIE W	01	M	01	18	7800	19.5009	40,561.87	10-11-82	01	EXPT1
						ASST STREET COMMISSIONER					
*1943	DINSE, ROBERT C freeze	01	M	01	13	2200	15.3533	31,934.86	05-04-81	01	EXPT1
						ASST STREET COMMISSIONER					
*3287	MERCHANT, KAREN S freeze	01	F	01	13	2200	15.3533	31,934.86	09-26-83	01	EXPT1
						GENERAL FOREMAN					
1325	✓BLOOM JR, JOHN M	01	M	01	10	10900	11.0658	23,016.86	10-04-72	01	EXPT
						GENERAL FOREMAN					
1829	✓BOWEN, ROBERT S	01	M	02	10	10900	11.0658	23,016.86	04-08-80	01	EXPT
						GENERAL FOREMAN					
*1538	✓FIRKS, RICHARD ANTHONY freeze	01	M	01	10	10900	13.0500	27,144.00	11-24-75	01	EXPT
						GENERAL FOREMAN					
935	MAYES SR, CLYDE STERLING	01	M	01	10	10900	11.0658	23,016.86	08-10-64	01	EXPT
						GENERAL FOREMAN					
2128	✓SCRUGGS, VICTURE LEE	01	M	02	10	10900	11.0658	23,016.86	05-09-83	01	EXPT
						GENERAL FOREMAN					
1874	SMITH, WILLIE HENRY	01	M	02	10	10900	11.0658	23,016.86	08-29-80	07	EXPT
						GENERAL FOREMAN					
4272	STEWART, CHARLES KURT	01	M	01	10	10900	11.0658	23,016.86	03-28-88	01	EXPT
						GENERAL FOREMAN					
1738	VAN RYN, KIRK LEE	01	M	01	10	10900	11.0658	23,016.86	05-29-79	07	EXPT
*CONTROL-4-CODE 128											
*CONTROL-4-CODE 128							140.7181	292,693.61			11

* FREEZE SALARIES for 1990

-73 employees

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						CHIEF INVESTIGATOR					
3862	HOLOCHER, DANIEL	01	M	01	12	3900	10.8070	22,478.56	05-18-87	05	EXPT
*CONTROL-4-CODE 005											
*CONTROL-4-CODE 305							10.8070	22,478.56			1

START TUES

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						PARKING ADMINISTRATOR					
4659	ANDERSON, KAREN LOUISE	01	F	01	13	15950	12.0719	25,109.55	01-09-89	01	EXPT1
*CONTROL-4-CODE 132											
*CONTROL-4-CODE 132							12.0719	25,109.55			1

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						TRAFFIC ENGINEER					
4994	ROSS, DAVID GERALD	01	M	01	16	23750	18.6057	38,699.86	06-26-89	01	EXPT1
						ACTING TRAFFIC ENGINEER					
1350	DAVIS, STEVEN WAYNE	01	M	01	~~16~~ 15	471	16.3040	~~33,912.32~~ 29604	05-14-73	01	EXPT1
						SIGN & MARKING SUPERVISOR					
1488	SALYER, RICKY D	01	M	01	13	20250	12.1900	25,355.20	06-02-75	01	EXPT1
*CONTROL-4-CODE 011											
*CONTROL-4-CODE 011							47.0997	97,967.38			3

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						DIR-TRANSPORTATION/ENGINEERING					
1285	O'NEAL, CARL E	01	M	01	18	7800	19.5009	40,561.87	04-24-72	01	EXPT1
550	SALYER, MELVIN J	01	M	01	15		15.5522	32,348.58	11-16-60	01	EXPT1
*CONTROL-4-CODE 972											
*CONTROL-4-CODE 972							35.0531	72,910.45			2

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
2207	HAMILTON, LYNNICE	01	F	02	8	VICTIM'S ADVOCATE 24425	8.0288	16,699.90	03-27-89	02	EXPT
3552	NORMAN, DANETTE K	01	F	01	8	VICTIM'S ADVOCATE 24425	8.1408	16,932.86	08-11-86	05	EXPT
*CONTROL-4-CODE 014											
*CONTROL-4-CODE 014							16.1696	33,632.76			2

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
2257	SETH, VIRENDRA C	01	M	04	18	DEPUTY DIRECTOR 6900	19.5013	40,562.70	05-14-84	01	EXPT1
3235	PURCELL, GREGORY A	01	M	01	~~18~~ 19	DIRECTOR 7100	24.7622	51,505.38	05-12-86	01	EXPT1
2095	SEDESTROM, DAVID KARL	01	M	01	17	FISCAL ADMINISTRATOR 10575	17.5741	36,554.13	01-17-83	01	EXPT1
2088	JONES, BARBARA L	01	F	01	17	HANDS ADMINISTRATOR 11475	17.5741	36,554.13	12-13-82	01	EXPT1
2312	RUMSEY, KATHLEEN MARY	01	F	01	16	SENIOR PLANNER 19850	14.8317	30,849.94	08-13-84	01	EXPT1
4248	LAVONCHER, TINA RENEE	01	F	01	14	LOAN PROCESSING MANAGER 13950	12.3497	25,687.38	03-09-88	01	EXPT1
~~1841~~	~~MORRIS, MARY LEELAN~~ Delete	01	F	02	14	~~CHIEF HOUSING COUNSELOR~~ 3850	9.6200	~~20,009.60~~	05-27-80	01	EXPT
3706	PATTERSON, KAREN E	01	F	01	14	ADMINISTRATIVE ASSISTANT 500	13.4615	27,999.92	12-29-86	02	EXPT1
2065	ESPINOSA, DOLORES	01	F	06	8	EXECUTIVE SECRETARY VIII 9600	8.9091	18,530.93	09-01-82	06	EXPT
*CONTROL-4-CODE 008											
*CONTROL-4-CODE 008							138.5837	288,254.11			9

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						EXECUTIVE SECRETARY					
4747	BUTLER, JAMIE KAY	01	F	01	4	9500	6.2572	13,014.98	03-29-89	06	EXPT
*CONTROL-4-CODE 003											
*CONTROL-4-CODE 003							6.2572	13,014.98			1

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LO GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
2335	BAILEY, CHARLES A	01	M	02	17	COMPLIANCE ADMINISTRATOR 5160	15.3581	31,944.85	10-01-84	01	EXPT1
4991	WILSON, CARL CHARLES	01	M	02	10	COMPLIANCE OFFICER 5175	11.7788	24,499.90	06-19-89	02	EXPT
*CONTROL-4-CODE 008											
*CONTROL-4-CODE 008							27.1369	56,444.75			2

frozen salary for 1990

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
4991	WILSON, CARL CHARLES	01	M	02	10	COMPLIANCE OFFICER 5175	.0000	.00	06-19-89	02	EXPT
*CONTROL-4-CODE											
*CONTROL-4-CODE							.0000	.00			

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB SD	UCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						SUPT. OF STREET LIGHT WHSE					
1971	HAFFNER, KENNETH VINCENT	01	M	01	15	21850	14.5427	30,248.82	07-06-49	01	EXPT1
*CONTROL-4-CODE 501											
*CONTROL-4-CODE 501							14.5427	30,248.82			1

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						CHIEF LIGHTING ENGINEER					
2465	WARREN, TIM ALAN	01	M	01	16	4025	14.6981	30,572.05	04-01-85	02	EXPT1
*CONTROL-4-CODE 504											
*CONTROL-4-CODE 504											
							14.6981	30,572.05			1

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GO	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1928	ATHERTON, TERRY LEE	01	M	01	18	DIRECTOR OF WATER RESOURCES 7980	19.1820	39,898.56	05-11-72	01	EXPT1
4616	CULLER, CHERYLE FAYE	01	F	01	15	ASST. CHIEF ENGR. 1510	15.4933	32,226.06	10-03-88	02	EXPT1
2962	FARRELL, DEBORAH JONELL	01	F	01	13	PROJECT LEADER 17650	11.3771	23,664.37	10-07-85	01	EXPT1
4709	SMITH, ANN CATHERINE	01	F	01	13	PROJECT LEADER 17650	14.3750	29,900.00	03-21-89	02	EXPT1
*CONTROL-4-CODE 520											
*CONTROL-4-CODE 520							60.4274	125,688.99			4

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
4760	MCLANE, JOHN CLARKE	01	M	01	17	SUPERINTENDENT FILTRATION PLT 21700	17.9173	37,267.98	04-17-89	01	EXPT1
2179	KATRAS, THEODORE EUGENE	01	M	01	15	ASST SUPERINTENDENT FILTRATION 2050	14.8786	30,947.49	09-26-83	01	EXPT1
949	ROBB JR, MINOR GEORGE	01	M	01	14	MAINT FOREMAN-FILTRATION PLANT 14200	14.3565	29,861.52	01-08-65	01	EXPT1
1729	BRATTON, WILLIAM VAN	01	M	02	12	SHIFT FOREMAN 20230	11.5385	24,000.08	04-25-79	01	EXPT1
1441	BROWN, JOHN EDWARD	01	M	01	12	SHIFT FOREMAN 20230	12.5000	26,000.00	10-21-74	01	EXPT1
4720	COLE, THOMAS MICHAEL	01	M	01	12	SHIFT FOREMAN 20230	12.0192	24,999.94	03-20-89	08	EXPT1
4216	MANOLOFF, FRANCES J	01	F	01	9	ADMIN. ASSTISTANT IX 490	10.8173	22,499.98	01-19-88	01	EXPT
*CONTROL-4-CODE 521											
*CONTROL-4-CODE 521							94.0274	195,576.99			7

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
785	HOLLMAN, WILLIAM RAY	01	M	01	16	SUPERINTENDENT OF MAINTENANCE 21750	15.6294	32,509.15	03-17-58	01	EXPT1
772	WYNN, MEDFORD A	01	M	01	14	SUPERV WATER MAINT/SERVICE 22700	14.8776	30,945.41	07-10-57	01	EXPT1
889	SIMMONS JR, WILLIAM FREDERIC	01	M	01	14	SUPERV OF WATER MAINT/CONST 22701	14.8776	30,945.41	04-01-63	01	EXPT1
845	WILSON, ARTHUR	01	M	02	12	GENERAL FOREMAN 10900	13.3620	27,792.96	06-08-61	01	EXPT1
*CONTROL-4-CODE 522											
*CONTROL-4-CODE 522							58.7466	122,192.93			4

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1148	PALLONE JR, THOMAS J	01	M	01	15	PROFESSIONAL ENGINEER 17370	14.8182	30,821.86	10-25-71	01	EXPT1
1314	SHININGER, WILLIAM MATTHIAS	01	M	01	15	PROFESSIONAL ENGINEER 17370	14.8182	30,821.86	06-27-88	01	EXPT1
*CONTROL-4-CODE 530											
*CONTROL-4-CODE 530							29.6364	61,643.72			2

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						SUPERINTENDENT WPC TREATMENT					
1382	WISLER, NEIL HAMILTON	01	M	01	17	21800	20.7259	43,109.87	12-24-73	01	EXPT1
						MANAGER OF OPERATIONS					
X 2529	BOSSERMAN, THOMAS LYNN freeze	01	M	01	16	14400	16.7404	34,820.03	05-06-85	01	EXPT1
						SUPER-INDUSTRIAL WASTE CONTROL					
1477	BECKER, STUART M	01	M	01	15	22150	14.4453	30,046.22	02-10-75	01	EXPT1
						SUPERVISOR OF MAINTENANCE					
# 1566	GACH, CHRISTOPHER DEAN freeze	01	M	01	15	22225	14.5995	30,366.96	11-22-76	01	EXPT1
						ASSIST-SUPERVISOR MAINTENANCE					
# 1151	NICELY, JAMES D freeze	01	M	01	13	2220	12.9808	27,000.06	07-23-69	07	EXPT
						AGRONOMIST					
4199	PETROVAS, STACEY JOSEPH	01	M	01	13	775	11.3770	23,664.16	01-04-88	02	EXPT
*CONTROL-4-CODE 531											
*CONTROL-4-CODE 531							90.8689	189,007.30			

6

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						SUPERINTENDENT OF MAINTENANCE					
4531	KOHRMAN, WILLIAM E	01	M	01	16	21750	15.6294	32,509.15	07-11-88	01	EXPT1
						ASSISTANT SUPERINTENDENT					
837	BOYCE, JAMES L	01	M	01	14	2280	14.8776	30,945.41	02-20-61	01	EXPT1
						GENERAL FOREMAN					
780	~~FIEER, DONALD R~~ Retired	01	M	01	12	10900	12.3497	25,687.38	12-10-57	07	EXPT
						GENERAL FOREMAN					
4240	GREEN, ROBERT FRANKLIN	01	M	02	12	10900	12.3497	25,687.38	02-16-88	01	EXPT1
*CONTROL-4-CODE 532											
*CONTROL-4-CODE 532							55.2064	114,829.32			4

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						SUPERV OF TECHNICAL SERVICES					
722	BUDEKER, DONALD EDWARD	01	M	01	16	23500	16.2126	33,722.21	06-15-50	01	EXPT1
*CONTROL-4-CODE 900											
*CONTROL-4-CODE 900							16.2126	33,722.21			1

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						ADMINISTRATIVE ASSISTANT					
1804	MOSSBURG, MARY ELLEN	01	F	01	13	500	12.9745	26,986.96	01-21-80	01	EXPT1
*CONTROL-4-CODE 901											
*CONTROL-4-CODE 901							12.9745	26,986.96			1

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LOC GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1430	NAGEL, ELIZABETH MARY	01	F	01	13	SUPERVISOR 22050	12.9745	26,986.96	08-26-74	01	EXPT1
*CONTROL-4-CODE 902											
*CONTROL-4-CODE 902							12.9745	26,986.96			1

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1213	HOHMAN, THOMAS EDWARD	01	M	01	13	SUPERV OF GENERAL ACCTG 22550	14.0371	29,197.17	05-04-70	01	EXPT1
*CONTROL-4-CODE 905											
*CONTROL-4-CODE 905							14.0371	29,197.17			1

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
1845	DENSEL, DELORES	01	F	01	13	ADMIN SERVICE CTR STAFF SUPERV 625	12.9745	26,986.96	11-10-83	01	EXPT1
*CONTROL-4-CODE 906											
*CONTROL-4-CODE 906											
							12.9745	26,986.96			1

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						DIR CITY UTILITIES OPERATIONS					
4207	MAGLEY, TERRI LIPP	01	F	01	18	7400	19.0185	39,558.48	01-13-88	01	EXPT1
						EXECUTIVE SECRETARY VII					
3898	NEVILLE, DIANA JANE	01	F	01	7	9650	8.1484	16,948.67	05-26-87	06	EXPT
*CONTROL-4-CODE 908											
*CONTROL-4-CODE 908							27.1669	56,507.15			2

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
2298	STIER, KIM	01	F	01	7	EXECUTIVE CLERICAL SEC ASC 9425	8.5936	17,874.69	07-16-84	06	EXPT
4723	FEASTER, PAMELA JO	01	F	01	5	EXECUTIVE CLERICAL ASST. ASC 9440	6.8255	14,197.04	03-27-89	06	EXPT
4613	GRAF, REBECCA JO	01	F	01	5	EXECUTIVE CLERICAL ASST. ASC 9440	6.8255	14,197.04	09-26-88	06	EXPT
4636	KINSEY, KATHEY ANN	01	F	01	5	EXECUTIVE CLERICAL ASST. ASC 9440	6.8255	14,197.04	11-14-88	06	EXPT
4785	SCHAEFFER, DETTA KAY	01	F	01	5	EXECUTIVE CLERICAL ASST. ASC 9440	6.8255	14,197.04	04-24-89	06	EXPT
*CONTROL-4-CODE 910											
*CONTROL-4-CODE 910							35.8956	74,662.85			5

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
						CITY ENGINEER					
4237	GENSIC, MARK L	01	M	01	18	4350	21.9825	45,723.60	02-22-88	01	EXPT1
						SUPERVISOR TECH SERVICES/IMS					
3001	MESZAROS, GREGORY ALLEN	01	M	01	16	22776	15.3136	31,852.29	12-02-85	03	EXPT1
*CONTROL-4-CODE 913											
*CONTROL-4-CODE 913							37.2961	77,575.89			2

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	SERVICE DATE	JOB CAT	UNION CODE
2023	HECK, DONALD JOSEPH	01	M	01	~~13~~ 12	~~SUPERINTENDENT~~, GARAGE Supervisor 21670	15.3533	~~31,234.86~~ 30815	03-02-88	01	EXPT1
1159	AXT, RICK LEE	01	M	01	12	GARAGE SUPERVISOR 10650	12.3674	25,724.19	10-01-69	01	EXPT1
2648	COLE, PHILIP K	01	M	01	12	GARAGE SUPERVISOR 10650	12.3674	25,724.19	05-28-85	01	EXPT1
2139	O'HARA, GEORGE MICHAEL	01	M	01	12	GARAGE ~~SHEPT~~ SUPERVISOR 20235	12.3600	25,708.80	06-13-83	01	EXPT1
3854	RUBB, CATHERINE ANNE	01	F	01	7	EXECUTIVE SECRETARY VII 9650	8.6364	17,963.71	05-11-87	06	EXPT
							61.0845	127,055.75			5
							483.2777	7,599,686.47			280

*CONTROL-4-CODE 803
*CONTROL-4-CODE 803
*REPORT CODE DADA
*REPORT CODE DADA

BILL NO. S-85-07-01 (AS AMENDED)

SPECIAL ORDINANCE NO. S-112-89

AN ORDINANCE fixing the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne, Indiana for the year 1990

WHEREAS, the Mayor and the Common Council of the City of Fort Wayne, Indiana, have according to the powers outlined in IC 36-4-7-3 and IC 36-8-3-3(d) assigned to each employee of the Civil City of Fort Wayne and of City Utilities of Fort Wayne a Labor Grade under the City Classification System established by Ordinance No. S-34-73 as subsequently modified and improved, which grades should accurately reflect the duties and responsibilities of said employees, and

WHEREAS, the Mayor of the City of Fort Wayne has recommended a maximum salary level for each labor grade in a systematic way, and

WHEREAS, the Clerk of the City of Fort Wayne, The Park Department Board and the Metropolitan Human Relations Commission have recommended labor grade designations for positions within their respective jurisdiction, and

WHEREAS, the Common Council must assure that salaries reflect the duties and responsibilities assigned to each employee, and to be certain that such salaries are fair and equitable, and

WHEREAS, the funds of such salaries are to be provided for the 1990 City Budget and from City Utilities operating funds and other sources as may be specified by the Common Council.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA:

SECTION 1. That all employees of the Civil City of Fort Wayne and of City Utilities, shall be classified by the departments, titles and labor grades herein designated, and that no changes be made in any labor grade without the specific approval of the Common Council except for those brought about by collective bargaining with authorized representatives of City or Utilities employees in accordance with the existing collective bargaining agreements.

SECTION 2. That the following scale of Maximum Salaries is hereby fixed and authorized as a ceiling for approved labor grades. This maximum will not be exceeded, except for approved shift differentials, approved longevity pay, approved overtime pay, approved technical skill pay, approved educational bonus or approved clothing allowance.

A. That the following fringe benefits are hereby approved for the year 1990 for the employees in the Fire Command:

FIRE COMMAND APPROVED SUPPLEMENTAL FRINGE BENEFITS

- 25 year longevity bonus	$1,000/yr
- Hazardous Duty/Technical Pay	750/yr
- Educational Bonus (Associate Degree or higher - Fire Science Technology)	250/yr
- Clothing Allowance	750/yr

B. That the following fringe benefits are hereby approved for the year 1990 for the employees in the Police Command:

POLICE COMMAND APPROVED SUPPLEMENTAL FRINGE BENEFITS

- Educational Bonus	
- Associate's Degree	$ 450/yr
- Bachelor's Degree	900/yr
- Master's Degree	1,350/yr
- Clothing Allowance	1,000/yr

SEE EXHIBIT "C" ATTACHED HERETO AND MADE A PART HEREOF IN ITS ENTIRETY

This scale, as reflected on Exhibit "C", is an attempt to maintain an orderly, consistent and competitive pay policy and is based upon the application of results of salary surveys. Actual adjustments in salaries within amounts fixed herein by Council will result from 1) any general increase to be specified subsequent to adoption of this Ordinance, and/or 2) any adjustment to the base pay for an individual's labor grade, and/or 3) progression to a level specified in an approved collective bargaining agreement between the City of Fort Wayne and a recognized representative organization.

SECTION 3. The following is a true and complete listing of all Civil City and City Utilities salaried non-bargaining unit positions by Department, Position Title, and Labor Grade. It does not include those positions which are specified as part of a bargaining unit having a written economic agreement with the City or Utilities negotiated by the Director of City Personnel and approved by Common Council.

LABOR GRADE	TITLE
CITY CLERK'S OFFICE	
12	Chief Deputy
10	Supervisor
9	Research Assistant
8	Executive Secretary/Bookkeeper
7	Violations Clerk
7	Receptionist/Clerk
UC (not to exceed $32,006)	Council Attorney

PARKS AND RECREATION

19	Director of Parks and Recreation
17	Superintendent of Parks
17	Superintendent of Leisure Services
17	Superintendent of Zoo
17	Associate Director of Administration
16	Manager Horticulture and Conservatory
16	Associate Director of Marketing
15	Assistant Superintendent of Zoo
15	Manager of Design & Engineering
15	Manager of Buildings & Grounds
15	Manager of Support Services
15	Manager of Sports & Outdoor Recreation
15	Manager of Recreation Facilities
15	Manager of Recreation Services
15	Manager of Arts & Community Events
14	Manager of Information System
~~13~~	~~Supervisor of Landscape Design~~ (Delete)
13	Supervisor of Horticulture
13	Supervisor of Floriculture
13	Supervisor of Arborculture
13	Supervisor of Repair & Construction
12	Manager of Development
~~12~~	~~Manager of Planning~~ (Delete)
12	Supervisor of Senior Center
12	Supervisor of Zoo Education Services
12	Supervisor of Public Relations
12	Supervisor of Outdoor Education
12	Supervisor of Maintenance
12	Manager of Marketing
12	Administrative Assistant
~~12~~	~~Manager of Ice Arena~~ (Delete)
11	Supervisor of Athletics

PARKS AND RECREATION (continued)

11	Supervisor of Arts & Crafts
11	Supervisor of Support Services
11	Assistant to Supervisor of Arborculture
~~11~~	~~Supervisor of Arts & Entertainment~~ (Delete)
11	Supervisor of Recreation Center
11	Golf Green Superintendent
11	Supervisor of Zoo Exhibits
11	Supervisor of Leisure Education
~~11~~	~~Assistant Supervisor of Recreation~~ (Delete)
~~9~~	~~Executive Secretary IX~~ (Delete)
5	Payroll Specialist
UC (not to exceed $11,791)	Golf Course Pro Manager

METRO HUMAN RELATIONS COMMISSION

17	Executive Director
15	Deputy Director
15	Staff Attorney
12	Chief Investigator
7	Executive Secretary VII

MAYOR'S OFFICE

19	Staff Director
18	Director of Strategic Planning
14	Executive Assistant
11	Administrative Assistant (not to exceed 3)
10	Executive Secretary to the Mayor
8	Executive Secretary VIII
7	Receptionist

Public Information

14	Director, Public Information
12	Public Information Officer
~~7~~	~~Public Information Specialist~~ (Delete)
4	Executive Secretary IV

Citizen's Advocate

14	Citizen's Advocate
11	Neighborhood Specialist
~~10~~ 8	Assistant Citizen's Advocate

Law Department

UC (not to exceed $32,701)	City Attorney
UC (not to exceed $23,344)	Associate City Attorney
18	Staff Attorney
9	Legal Research Secretary

Personnel

18	Director of Personnel/Labor Relations
16	Associate Director of Personnel/Labor Relations
14	EEO/AA Administrator
14	Labor Relations Administrator
12	Employment Specialist
11	Veterans Services Officer
10	Office Manager
10	Benefits Administrator
9	Administrative Assistant IX
7	Executive Secretary VII
5	Executive Secretary V

FINANCE AND ADMINISTRATION

19	Director of Finance & Administration
18	Deputy Controller
15	Accounting Systems Manager
15	Internal Auditor
13	Accounting Supervisor
12	Risk Manager/Safety Investigator
11	Staff Auditor
9	Executive Secretary IX

Purchasing

16	Director of Purchasing
~~13~~ 10	Assistant Purchasing Director

Payroll

13	Supervisor of Payroll Services
9	Payroll Administrators

Operations (C.U.)

18	Director
7	Executive Secretary VII

Right of Way/Abandoned Vehicle

13	Supervisor

Customer Relations (C.U.)

13	Administrative Assistant

Meter Reading (C.U.)

13	Supervisor

General Accounting (C.U.)

13	Supervisor

Office & Administrative Services (C.U.)

13	Supervisor
7	Executive Clerical Secretary
5	Executive Clerical Assistant

PUBLIC WORKS

19	Director
12	Clerk to Board
12	Administrative Assistant
12	Solid Waste Manager
9	Executive Secretary IX

City Engineer (C.U.)

18	City Engineer
16	Supervisor of Technical Services/IMS
13	Project Coordinator/Leader

Transportation Engineering

18	Director
~~19~~	~~Assistant Chief Engineer~~

Street Engineering

16	Street Engineer
15	Assistant Street Engineer

Traffic Engineering

16	Traffic Engineer
15	Assistant Traffic Engineer
14	Signal Superintendent
13	Sign and Marking Supervisor
13	Signal Foreman

Street Department

18	Director of Transportation/Operations
13	Assistant Street Commissioner
10	General Foreman

Parking Administration

13	Parking Administrator

Garage (C.U.)

~~13~~ 12	Garage Supervisor

Street Light Engineering (C.U.)

16	Chief Lighting Engineer
14	Superintendent of St. Lighting Warehouse

Water Resources (C.U.)

18	Director of Water Resources-Engineering and Services
17	Chief Engineer
13	Project Leader

Water Engineering (C.U.)

15	Assistant Chief Water Engineer
15	Professional Engineer

Filtration Plant (C.U.)

17 Superintendent

16 Assistant Superintendent

15 Maintenance Supervisor

~~12 Shift Foreman~~ (Delete)

9 Administrative Assistant

Water Maintenance and Service (C.U.)

16 Superintendent

14 Supervisor of Construction

14 Supervisor of Service

12 Assistant Supervisor of Service

12 General Foreman

WPC Engineering (C.U.)

15 Assistant Chief Engineer

15 Professional Engineer

WPC Plant (C.U.)

17 Superintendent

16 Manager of Operations

15 Supervisor of Industrial Waste & Control

15 Supervisor of Maintenance

13 Agronomist

13 Program Manager

13 Assistant Supervisor of Maintenance

WPC Maintenance (C.U.)

16 Superintendent

14 Assistant Superintendent

12 General Foreman

Technical Services (C.U.)

16 Supervisor

COMMUNITY AND ECONOMIC DEVELOPMENT

19 Director

18 Deputy Director

17 Fiscal Administrator

COMMUNITY AND ECONOMIC DEVELOPMENT (continued)

16	Senior Planner (Planner III)
16	Urban Designer III
14	Administrative Assistant
9	Office Manager
8	Executive Secretary VIII

Economic Development

18	Director, Business Development
15	Senior Finance Specialist
15	Sr. Business Development Specialist
13	Business Development Specialist
13	Finance Specialist
11	Asst. Business Development Specialist
10	Administrative Assistant X
6	Executive Secretary VI
4	Executive Secretary IV

Redevelopment

18	Director
13	Redevelopment Specialist

Neighborhood Code Enforcement

17	NCE Administrator
14	Enforcement Manager
12	Case Systems Manager

Housing and Neighborhood Development Services

17	HANDS Administrator
14	Loan Processing Manager
14	Program Development Manager

Contract Compliance

17	Compliance Administrator
10	Compliance Officer

POLICE CIVILIANS

13	Public Safety Records Supervisor
13	Director, Victim's Assistance
~~11~~	~~Police Planner~~ (Delete)
11	Sr. Victim's Advocate
11	Administrative Assistant
10	Senior Crime Analyst
9	Records Bureau Technician
9	Child Safety Educator
8	Crime Analyst
8	Victim's Advocate
6	Executive Secretary VI
3	Teleservice Clerk

POLICE COMMAND

17	Chief of Police
16	Assistant Chief
15	Deputy Chief
13	Captain

FIRE COMMAND

17	Fire Chief
16	Deputy Chief
15	Assistant Chief
13	District Chief
11	Public Information Officer
7	Executive Secretary VII

HUMANE SHELTER

14	Shelter Manager
12	Asst. Shelter Manager
11	Animal Control Supervisor
11	Animal Care Supervisor

COMMUNICATIONS

17	Chief of Communications
15	Director of Operations
13	Assistant Director of Operations
~~13~~	~~Supervisor of Technicians~~ (Delete)
12	Electronics Technician
9	Administrative Assistant

Section 4. Police and Fire employees, as indicated herein, participate in Collective Bargaining on an annual basis with the City for economic conditions. Pursuant to State Statute such economic conditions must be approved by the Common Council. Such economic conditions include, but are not limited to, base pay and monetary fringe benefits. These matters will be negotiated by and between the City and the appropriate bargaining unit for the year 1990. Upon conclusion of such negotiations the appropriate Ordinances shall be submitted to the Common Council for approval.

Employees covered by recognized bargaining unit representatives (Unions) will receive a salary established by the Collective Bargaining process as long as this pay does not exceed the table of maximum salaries authorized in Section 2, above.

SECTION 5. From and after the first day of January 1990, all appointed officers, employees, deputies, assistants, departmental and institutional heads of the Civil City and City Utilities will be paid according to this, the above and following provisions of this ordinance, subject to budgetary limitations, collective bargaining agreements, future changes or amendments enacted by Common Council.

SECTION 6. That all Departments subject to this Ordinance will conform to the Official City Personnel Policies

and Procedures relating to hiring, pay, and other related practices, approved by the Mayor and administered by the City's Personnel Department.

SECTION 7. If any section, clause, sentence, paragraph or part or provisions of this Ordinance be found invalid or void by a Court of competent jurisdiction, it shall be conclusively presumed that this Ordinance would have passed by the Common Council without such invalid section, clauses, paragraph, part or provisions, and the remaining parts of the Ordinance will remain in effect.

SECTION 8. The Municipal Code of the City of Fort Wayne references, in codification form, salary ordinances previously adopted by the City Council for past years. Such salary ordinances have a duration of one year and thus, with the exception of the 1989 salary ordinance, have expired. However, to avoid confusion, it is hereby stated that commencing January 1, 1990, any conflict between the terms and conditions hereof and any previous ordinance shall be resolved in favor of this ordinance.

SECTION 9. That, in addition to the compensation provided for herein: The Corporation Counsel shall receive not more than $7,500, for services performed in connection with the operations of the municipally owned utilities pursuant to I.C. 36-4-7-4 which additional compensation shall be paid from the revenues of the appropriate utility or function.

That, in addition, the following legal services are recognized as extraordinary services and shall entitle any part-time member of the Law Department performing such services to additional compensation at the rate of $85.00 per hour, or such other appropriate compensation as determined by the Board of

Public Works and Safety:

A.) Bond issues and related financial matters, including Bond issues related to the Economic Development Commission where the fees for said issues are paid by the Bond applicant.

B.) Annexation litigation following the filing of a remonstrance.

C.) Condemnation litigation following the filing of exceptions to the appraisers' report.

D.) All matters relating to defense of claims against the Fort Wayne Police Department following the filing of a tort claim notice.

E.) All matters involving a challenge to the constitutionality of any act or omission by the City or one of its employees following the filing of a complaint in court.

F.) All matters relating to intervention in utility rate cases following the filing of a petition of a petition to intervene, or other appearances before the U.R.C.

G.) All matters relating to litigation where the amount in controversy exceeds $50,000, following the filing of a complaint in court.

H.) Matters relating to the Fort Wayne Redevelopment Commission covered by a separate contract.

Any and all payments to be made hereunder for extraordinary services, shall be subject to completion of appropriate claims required by the State Board of Accounts and shall be subject to the final approval by the City Controller.

Nothing in this agreement shall prevent the use of other attorneys or firms to perform extraordinary services,

subject, however, to the provisions of I.C. 36-4-9-12.

SECTION 10. Two copies of all attachments and Exhibits referred to in this Ordinance shall be kept on file with the City Clerk of Fort Wayne for the purpose of public inspection.

SECTION 11. This Ordinance shall be in full force and effect from and after its passage and approval by the Mayor.

Mike Fuente
Councilmember

APPROVED AS TO FORM
AND LEGALITY

J. Timothy McCaulay
J. Timothy McCaulay, City Attorney

AMENDMENTS TO SALARY ORDINANCE BILL NO. S-89-07-01 (AS AMENDED)

1. Reduction in compensation of certain employees by amendment in accordance with "Exhibit A" attached and made a part of this Ordinance.

2. DELETIONS, ADDITIONS AND CHANGES are shown by interlineation on the face of this Ordinance, as summarized on "Exhibit B" attached and made a part of this Ordinance.

AMENDMENT TO SALARY ORDINANCE BILL NO. S-89-07-01 - - - "EXHIBIT "A" CONSISTING OF (3) PAGES
as amended

The City Executive, having fixed the compensation of certain employees of the City at the Labor Grade appearing in the Salary Ordinance up to the maximum allowed by the respective Labor Grade, the City Council hereby reduces the compensation fixed by the City Executive in the above described manner for the following positions:

Department	Employee#	Position	Proposed Labor Grade for 1990	Maximum compensation allowed for that proposed Labor Grade 1990	Amount of compensation fixed by City Council for 1990
Purchasing	4245	Assistant Purchasing Director	10	28,162.00	25,959.44
Street Department	1943	Assistant Street Commissioner	13	33,133.00	31,934.86
Street Department	3287	Assistant Street Commissioner	13	33,133.00	31,934.86
Street Department	1538	General Foreman	10	28,162.00	27,144.00
CD&P	4991	Compliance Officer	10	28,162.00	24,499.90
Garage	2023	Garage Supervisor	12	31,971.00	30,815.00
Garage	2139	Garage Supervisor	12	31,971.00	25,708.80
WPC Plant (CU)	2529	Manager of Operations	16	40,194.00	34,820.03
WPC Plant (CU)	1566	Supervisor of Maintenance	15	36,444.00	30,366.96
WPC Plant (CU)	1151	Assistant Supervisor Maintenance	13	33,133.00	27,000.06
Parks and Recreation	734	Director of Parks and Recreation	19	55,143.00	45,946.58

The City Executive, having fixed the compensation of certain employees of the City at the Labor Grade appearing in the Salary Ordinance up to the maximum allowed by the respective Labor Grade, the City Council hereby reduces the compensation fixed by the City Executive in the above described manner for the following positions:

Department	Employee#	Position	Proposed Labor Grade for 1990	Maximum compensation allowed for that proposed Labor Grade 1990	Amount of compensation fixed by City Council for 1990
Parks & Recreation	2333	Manager of Buildings & Grounds	15	36,444.00	30,366.54
Parks & Recreation	4342	Manager of Support Services	15	36,444.00	30,366.54
Parks & Recreation	1725	Manager of Recreation Facilities	15	36,444.00	30,366.54
Parks & Recreation	1560	Manager of Sports and Outdoor Recreation	15	36,444.00	30,366.54
Parks & Recreation	1820	Assistant Superintendent of Zoo	15	36,444.00	30,366.54
Parks & Recreation	1101	Manager of Design and Engineering	15	36,444.00	30,366.54
Parks & Recreation	1743	Supervisor of Floriculture	13	33,133.00	27,606.80
Parks & Recreation	1339	Supervisor of Horticulture	13	33,133.00	27,606.80
Parks & Recreation	3709	Manager of Marketing	12	31,971.00	26,225.89
Parks & Recreation	1160	Administrative Assistant	12	31,971.00	26,225.89
Parks & Recreation	2256	Golf Green Superintendent	11	29,819.00	24,845.81

The City Executive, having fixed the compensation of certain employees of the City at the Labor Grade appearing in the Salary Ordinance up to the maximum allowed by the respective Labor Grade, the City Council hereby reduces the compensation fixed by the City Executive in the above described manner for the following positions:

Department	Employee#	Position	Proposed Labor Grade for 1990	Maximum compensation allowed for that proposed Labor Grade 1990	Amount of compensation fixed by City Council for 1990
Park & Recreation	2403	Golf Green Superintendent	11	29,819.00	24,845.81
Park & Recreation	1484	Golf Green Superintendent	11	29,819.00	24,845.81
Park & Recreation	3739	Supervisor of Zoo Exhibits	11	29,819.00	24,845.81

AMENDMENT TO SALARY ORDINANCE BILL NO. S-89-07-01 AS AMENDED
"EXHIBIT B" Consisting of (2) pages

SALARY ORDINANCE 1990

Motions made and passed as of 8/1/89:

I. Deletions:

1). City Engineering

Administrative Assistant - LG 9

2). Communications

Supervisor of Technicians - LG 13

3). Filtration Plant

Shift Foreman - LG 12

4). Parks and Recreation

Supervisor of Landscape - LG 13
Manager of Planning - LG 12
Manager of Ice Arena - LG 12
Supervisor of Arts and Entertainment - LG 11
Assistant Supervisor of Recreation - LG 11
Executive Secretary IX - LG 9

5). Payroll

Executive Secretary V - LG 5

6). Police Civilians

Police Planner - LG 11

7). Public Information

Public Information Specialist - LG 7

8). Transportation Engineering

Assistant Chief Engineer - LG 15

II. Additions:

1). City Engineering

Project Coordinator Leader - LG 13

"EXHIBIT B"
PAGE TWO
DELETIONS/ADDITIONS/CHANGES
SALARY ORDINANCE 1990
PASSED 8/1/89

II. Additions (cont.)

2). Finance and Administration

Accounting Supervisor - LG 13
Staff Auditor - LG 11

3). Mayor's Office

Executive Secretary - LG 10

4). Parks and Recreation

Manager of Development - LG 12
Supervisor of Athletics - LG 11

5). Police Civilian

Senior Crime Analyst - LG 10

6). Public Works

Solid Waste Manager - LG 12

III. Changes

1). Mayor's Office

No more than three (3) Administrative Assistants

2). Citizen's Advocate

Change LG 10 to LG 8 for Assistant Citizen's Advocate

3). Purchasing Department

Change LG 13 to LG 10 for Assistant Director of Purchasing

EXHIBIT "C"

NEW SALARY RANGES - FOR 1990

LABOR GRADE	MAXIMUM
1	$13,252
2	14,909
3	16,566
4	18,225
5	19,880
6	21,535
7	23,192
8	24,849
9	26,506
10	28,162
11	29,819
12	31,971
13	33,133
14	34,787
15	36,444
16	40,194
17	44,727
18	49,629
19	55,143

Read the first time in full and on motion by Gia Quinta, seconded by Talarico, and duly adopted, read the second time by title and referred to the Committee on Finance (and the City Plan Commission for ~~recommendation) and Public Hearing to be held~~ after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock ____.M.,E.S.T.

DATED: 7-11-89

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Gia Quinta, seconded by Henry, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	8	1		
BRADBURY		✓		
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 8-1-89

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ ~~(GENERAL)~~ (SPECIAL) ~~(ZONING MAP)~~ ORDINANCE ~~RESOLUTION~~ NO. D-112-89 on the 1st day of August, 19 89.

ATTEST
Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

SEAL
Charles S. Redd
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 3rd day of August, 1989, at the hour of 11:30 o'clock A .M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this ~~3rd~~ 11th (PH) day of August, 19 89, at the hour of 5:00 o'clock P .M.,E.S.T.

PAUL HELMKE, MAYOR

Admn. Appr._____

DIGEST SHEET

TITLE OF ORDINANCE SALARY ORDINANCE - 1990 S-89-07-01 (as amended)

DEPARTMENT REQUESTING ORDINANCE Personnel Department

SYNOPSIS OF ORDINANCE An ordinance fixing the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne, IN for the year 1990.

EFFECT OF PASSAGE To add and modify position designation

EFFECT OF NON-PASSAGE Retention of current Salary Ordinance

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS)_____

ASSIGNED TO COMMITTEE (PRESIDENT)_____

As Amended

BILL NO. S-89-07-01

Committee of the Whole

REPORT OF THE COMMITTEE ON ~~FINANCE~~

MARK E. GiaQUINTA, CHAIRMAN
THOMAS C. HENRY, VICE CHAIRMAN
BRADBURY, SCHMIDT, BURNS

WE, YOUR COMMITTEE ON Committee of the Whole ~~Finance~~ TO WHOM WAS

REFERRED AN (ORDINANCE) (~~RESOLUTION~~) fixing the salaries of each and every appointed officer, employee, deputy assistant, departmental and institutional head of the Civil City and City Utilities of the City of Fort Wayne, Indiana for the year 1990

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) (~~RESOLUTION~~) X

DO PASS	DO NOT PASS	ABSTAIN	NO REC
Cletus R. Edmonds			
Samuel J. Talarico			
~~Janet G. Bradbury~~			

DATED: 8-1-89.

Sandra E. Kennedy
City Clerk

LG 8 [redacted] — Asst Citizens Advocate
Persin

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____o'clock_____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	5	4		
BRADBURY	✓			
BURNS	✓			
EDMONDS		✓		
GiaQUINTA	✓	[redacted]		
HENRY		✓		
LONG		✓		
REDD	✓			
SCHMIDT	✓			
TALARICO		✓		

OK

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____day of _____, 19___, at the hour of _____o'clock_____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this_____day of _____, 19_____, at the hour of _____o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Delete Police Planner LGII

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES				
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

OK

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Delete [redacted]. Public [illegible]

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	5	4		
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG		✓		
REDD		✓		
SCHMIDT		✓		
TALARICO		✓		

OK

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Motion to Amend / Supv of Technician

Read the first time in full and on motion by LG 13, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

#1583

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES				
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

ok

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Position of Theft Fireman deleted for 1990

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	8	1		
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG		✓		
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

~~Motion by Tom - Eliminate 1 Adm Asst~~ -

Read the first time in full and on motion by ~~Tom~~ Art Hem, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock _____.M.,E.S.T.

1/31

DATED: _____ _____
SANDRA E. KENNEDY, CITY CLERK

Amendment to Ord
No more than 3 Adm Asst in Mayor's Office

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	5	3		1
BRADBURY				✓
BURNS	✓			
EDMONDS	[redacted]	✓		
GiaQUINTA	✓			
HENRY	✓			
LONG		✓		
REDD	✓			
SCHMIDT		✓		
TALARICO	✓			

ok

DATED: _____ _____
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19____,

ATTEST SEAL

_____ _____
SANDRA E. KENNEDY, CITY CLERK PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

_____
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

_____
PAUL HELMKE, MAYOR

Mabe: To put back in Ord Sup of Athletics LG 11

Read the first time in full and on motion by Park Dept, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	9	0		
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

1/31 Delete Athletics SANDRA E. KENNEDY, CITY CLERK Park Dept

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	5	3		
BRADBURY				
BURNS	✓			
EDMONDS	✓			
GiaQUINTA		✓		
HENRY	✓			
LONG	✓			
REDD		✓		
SCHMIDT	✓			
TALARICO		✓		

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Motion by DiGiuseppe - Move there be no 2% limitation back to 3.75%

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

7/3'

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	7	1		1
BRADBURY				✓
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT		✓		
TALARICO	✓			

OK

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Asst Purchasing - Demo. 10

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	9	0		
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

OK

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

1339 - 3709 - 1160 - 2256 - 2403 - 1484 - 3739

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

Salaries up for 1990 —

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	8	1		
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA		✓		
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

OK

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Motion to freeze Best of Comm. 3287

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	9	0		
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

#4991 DATED: _____

Budget Ordinance for 1990 Carl Wilson CD

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	5	4		
BRADBURY	✓			
BURNS	✓			
EDMONDS		✓		
GiaQUINTA		✓		
HENRY	✓			
LONG		✓		
REDD	✓			
SCHMIDT	✓			
TALARICO		✓		

OK

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

Freeze #2529 WPC Plant

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Brasseman, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

9-0

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES				
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

OK

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Ord #2139 Bill

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	6	2	1	
BRADBURY	✓			
BURNS	✓			
EDMONDS			✓	
GiaQUINTA		✓		
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO		✓		

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

OK

Motion to suspend the rules (carried)

Read the first time in full and on motion by Don Herk, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed 9-0

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES				
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

OK

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

2 TO Kaiser on MAX LG

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	7	0	2	
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA			✓	
HENRY	✓			
LONG	✓			
REDD			✓	
SCHMIDT	✓			
TALARICO	✓			

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Park Dept — Sponsored by Tom Henry

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	5	2	1	1
BRADBURY	✓			
BURNS	✓			
GiaQUINTA		✓		
HENRY	✓			
LONG				✓
REDD			✓	
SCHMIDT	✓			
Eh-mates				
TALARICO		✓		

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

Delete from Ord

PAUL HELMKE, MAYOR

Landscape
Planning
Arts + Entertainment
Rest Recreation
Exp Sec IX

~~Ordinance Pollution Dept - Dalton~~

Read the first time in full and on motion by Bland, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

No L G Change Next Dept

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Stay @ 15, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	8	1		
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA		✓		
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

Maintenance Supr

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by Chase, and duly adopted, placed on its passage. PASSED LOST by the following vote:

9-0 Stay @ 14

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES				
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Eliminate Solid Waste Mgr.

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

131

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	4	4		1
BRADBURY				✓
BURNS	✓			
EDMONDS	✓			
GiaQUINTA	✓			
HENRY		✓		
LONG	✓			
REDD		✓		
SCHMIDT		✓		
TALARICO		✓		

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Delete Solid Waste Mgt LG 12

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	3	6		
BRADBURY		✓		
BURNS	✓			
EDMONDS		✓		
GiaQUINTA	✓			
HENRY		✓		
LONG	✓			
REDD		✓		
SCHMIDT		✓		
TALARICO		✓		

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Delete Adm Asst – Filtration Plant

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

Failed

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	4	5		
BRADBURY	✓			
BURNS	✓			
EDMONDS		✓		
GiaQUINTA	✓			
HENRY		✓		
LONG		✓		
REDD		✓		
SCHMIDT	✓			
TALARICO		✓		

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Supv of Dispatchers — Orange salaries at 28985.84

Read the first time in full and on motion by _____, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19_____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

1/31

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	4	4		1
BRADBURY				✓
BURNS	✓			
EDMONDS		✓		
GiaQUINTA	✓			
HENRY		✓		
LONG		✓		
REDD		✓		
SCHMIDT	✓			
TALARICO	✓			

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19_____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19_____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

Set salary, # 2023 at 27,500 — (Change)

Read the first time in full and on motion by Don Heck, seconded by _____, and duly adopted, read the second time by title and referred to the Committee on _____ (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock _____.M.,E.S.T.

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by _____, seconded by _____, and duly adopted, placed on its passage. PASSED LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	2	6	1	
BRADBURY		✓		
BURNS		✓		
EDMONDS		✓		
GiaQUINTA	✓			
HENRY			✓	
LONG		✓		
REDD	✓			
SCHMIDT		✓		
TALARICO		✓		

DATED: _____

SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. _____ on the _____ day of _____, 19____,

ATTEST SEAL

SANDRA E. KENNEDY, CITY CLERK

PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the _____ day of _____, 19___, at the hour of _____ o'clock _____.M.,E.S.T.

SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this _____ day of _____, 19____, at the hour of _____ o'clock _____.M.,E.S.T.

PAUL HELMKE, MAYOR

ADDITIONS, CHANGES AND DELETIONS TO 1990 SALARY ORDINANCE

City Clerk's Office

LG 8 Executive Secretary/Bookkeeper (LG change, from 5) OK

LG 7 Violations Clerk (LG change, from 5) OK

LG 7 Receptionist/Clerk (LG change, from 5, new title) OK

Parks and Recreation

LG 16 Associate Director of Marketing (LG change, from 15) OK

~~LG 13 Supervisor of Landscape Design (addition)~~ NEW Delete OK

LG 12 Manager of Development (addition) NEW OK

~~LG 12 Manager of Planning (addition)~~ Delete OK

~~LG 12 Manager of Ice Arena (addition)~~ per Bot Amend Delete OK

Put back in Sal Ord

~~LG 11~~ Supervisor of Athletics (addition) OK [redacted] OK

LG 11 Supervisor of Arts & Crafts (addition) chg OK

~~LG 11 Supervisor of Arts & Entertainment (addition)~~ NEW Delete OK

LG 11 Supervisor of Leisure Education (addition) chg OK

~~LG 11 Assistant Supervisor of Recreation (addition)~~ Delete OK

~~LG 9 Executive Secretary IX (addition)~~ NEW Delete OK

Mayor's Office

LG 14 Executive Assistant (LG change, from 15) OK

4 positions in Mayor only

LG 11 Administrative Assistant (LG change, from 15) OK
(Not to exceed 3)

LG 10 Executive Secretary to Mayor (~~deleted~~) OK Put back in

START

Public Information

~~LG 7 Public Information Specialist (addition)~~ Delete OK

Citizen's Advocate

~~LG 10 Assistant Citizen's Advocate (LG change, from 8)~~ Remain 8 ~~2 positions~~

LG 5 Weed Control Coordinator (deleted)

Finance and Administration

LG 14 Program Analyst (deleted) OK

LG 13 Technical Supervisor (deleted) OK

LG 13 Accounting Supervisor (addition) OK

LG 12 Risk Manager/Safety Investigator (moved from Personnel)

LG 11 Staff Auditor (addition) OK

Purchasing

~~LG 13 Assistant Purchasing Director (LG change, from 10)~~ OK Remain 10

LG 9 Buyer/Minority Purchasing Coordinator (deleted, went to union)

Payroll

LG 5 Executive Secretary V (deleted) OK

Public Works

LG 12 Solid Waste Manager (addition)

City Engineer

LG 13 Project Coordinator/Leader (addition) OK NEW?

LG 9 Administrative Assistant (deleted)

?

Garage

LG 13 Garage Supervisor (LG change, from 12) ERROR

Water Resources

LG 17 Chief Engineer (LG change, from 16) OK

Filtration Plant

LG 18 Director of Water Resources - Plant Operations (deleted)

~~LG 16~~ 16 OK Assistant Superintendent (LG change, from 15) 2 positions

~~LG 15~~ 15 OK Maintenance Supervisor (LG change, from 14)

Police Civilians

~~LG 11 Police Planner (addition)~~ Delete OK

LG 11 Administrative Assistant (downgraded to LG 11 from Board of Safety) OK

LG 10 Senior Crime Analyst (addition) OK

Motions made to Salary Ord 1990

Passed 9-0 ✓ Eliminate # 1553 - Supt of Parks for [illegible] (OK)

Passed 9-0 ✓ Freeze salaries of #1943 and #3287 for 1990 - Pk. Dept

Passed 7-2 ✓ Freeze salary of #1538 - Pk Dept
Bio Quinto opposed
Salaries opposed

Passed 8-1 ✓ Eliminate position of Shift Foreman at Filtration Plant for 1990 (OK)
Frey opposed

~~Passed 9-0~~ ~~Water Dept at Filtration Plant~~
~~Stay at 1 to 75~~

~~Passed 7-0~~ ~~Maintenance Dept at Filtration Plant~~
~~Stay at present~~

Passed 8-1 Freeze 15 positions in Park Dept
to present salaries - see note sheet and
employee numbers.
Bio Quinto opposed

Passed 5-4 ✓ Freeze salary for #4991
in C D & R
opposed Edwards Frey
Bio Quinto Salaries

Page 2

Passed 9-0 Freeze Salary for #2529 WPC Plant Bossemeier, Timothy

Passed 9-0 Freeze Salary for #1566 WPC Plant Backes, Christopher

Passed 9-0 Freeze Salary for #1151 WPC Plant Neily, Pamela

Passed 9-0 Freeze Salary for #2023 Borough Don Keck

Passed 9-0 Freeze Salary for #2139 Borough Bruce O'Hara

Passed 9-0 Delete Seat Belt Ordinance LG 19 (OK) Transmittal

Passed 9-0 Add Eq Dev LG 10 Mayor Spiro

EXHIBIT "A"

NEW SALARY RANGES - FOR 1990

	LABOR GRADE	Mid	MAXIMUM
	1		$13,252
	2		14,909
	3		16,566
	4		18,225
	5		19,880
	6		21,535
17184	7	20047.	23,192
18413	8	21479.	24,849
19640	9	22913.	26,506
20867	10	24345	28,162
	11		29,819
23322.	12	27209	31,971
	13		33,133
	14		34,787
	15		36,444
	16		40,194
	17		44,727
	18		49,629
	19		55,143

SALARY CHANGES
88-89

COMMUNICATIONS

Emp. #	1988	1989	% Change
2062	29,553	33,554	11.9%
1653	26,179	28,985	9.6%
1250	27,055	28,985	6.6%
1700	26,179	28,985	9.6%
1253	26,179	28,985	9.6%
1553	27,325	33,126	17.5%

PURCHASING

4245	21,300	25,959	17.9%

PARK DEPT.

4342	27,443	30,366	9.6%

STREET DEPT.

1943	27,323	31,934	14.4%
3287	27,323	31,934	14.4%
1538	22,400	27,144	17.4%

TRAFFIC ENG.

4994	(33,004)	38,699	14.7%
1350	26,674	33,912	21.3%
4991	20,113	24,499	17.9%
Planner III L.R.	31,967	36,000	11.2%

FILTRATION

Emp. #	1988	1989	% Change
4760		37,267	
2179	30,119	33,446 (PDR)	9.9%

WPC MAINTENANCE

780	21,875	25,687	14.8%
4240	21,875	25,687	14.8%

C.U. CUSTOMER RELATIONS

1804	24,000?	26,986	11%
1430	24,000?	26,986	11%
1845	24,000?	26,986	11%

GARAGE

2023	26,125	31,934	18.1%
2139	22,400	25,708	12.8%

CONTROLLER

4539	30,999	34,704	10.6%

UNION EXEMPT EMPLOYEES MERIT PROGRAM

New employees may be paid a salary, based on qualifications of the candidate, from minimum to 25% of maximum of that Labor Grade range.

New employees hired at 25% of the Labor Grade range will not be considered for merit increase for 18 months after hire.

New employees, hired at Labor Grade minimum, will be be performance evaluated after six months and may be given merit increase totaling 25% of the Labor Grade range.

Employees with 18 months of service in the same job will be performance evaluated, and may be given a merit increase totaling 50% of the Labor Grade range.

Thereafter, each employee will be performance evaluated every two years, at the anniversary date of hire in that position. A merit increase may be given, equal to an additional 10% of the Labor Grade range.

Performance evaluations shall be made by each employee's immediate Supervisor and Unit Manager and approved by the Division Head. Final decision for all merit increases shall be made by Director and Board of Park Commissioners.

Merit increases shall be in addition to any "cost of living" or "across the board" increases granted by the City. Also, whenever the ranges for a Labor Grade (minimum to maximum) are adjusted by the City, each employee working within that Labor Grade shall be adjusted so as to maintain his current status within that range.

NEW SALARY RANGES - 1989 ORDINANCE

LABOR GRADE	MIN.	MID.	MAX.
1	$ 9,465	$11,042	$12,773
2	10,649	12,422	14,370
3	11,832	13,803	15,967
4	13,015	15,184	17,566
5	14,197	16,563	19,161
6	15,381	17,944	20,757
7	16,563	19,323	22,354
8	17,747	20,703	23,951
9	18,931	22,085	25,548
10	20,113	23,465	27,144
11	21,296	24,846	28,741
12	22,479	26,226	30,815
13	23,664	27,607	31,935
14	24,845	28,986	33,530
15	26,029	30,367	35,127
16	28,707	33,491	38,741
17	31,945	37,268	43,110
18	35,446	41,353	47,835
19	39,383	45,947	53,150

1989	1990
1. Staff Director	1. Staff Director
2. Staff Director	2. Staff Director
3. Strategic Planner	3. Strategic Planner
4. Director of Public Info.	4. Dir. of Public Info.
5. Public Info Officer	5. Public Info Officer
6. Part-time Writer	6. Public Info Specialist
7. Executive Assistant (15)	7. Exec. Assistant (14)
8. Executive Secretary (10)	
9. Executive Secretary (8)	8. Exec. Secretary (8)
10. Administrative Assistant (15)	9. Admin. Assistant (11) Mayor
11. Administrative Assistant (12)	10. Admin. Assistant (11)
12. Administrative Assistant (10)	11. Admin. Assistant (11)
13. Administrative Assistant (10)	12. Admin. Assistant (11)
14. Receptionist	13. Receptionist
15. Secretary (4)	14. Secretary (4)
16. Citizens Advocate	15. Citizens Advocate
17. Assistant Advocate	16. Assistant Advocate
18. Assistant Advocate	17. Assistant Advocate
19. Neighborhood Specialist	18. Neighborhood Specialist
TOTAL PEOPLE: **18.5**	TOTAL PEOPLE: **18**

1987	1988
1. Staff Director	1. Staff Director
2. Public Safety Director	2. Public Safety Dir.
3. Executive Assistant	3. Executive Assistant
4. Administrative Assistant	4. Admin. Assistant
5. Administrative Assistant	5. Admin. Assistant
6. Administrative Assistant	6. Admin. Assistant
7. Administrative Assistant	7. Admin. Assistant
8. Data Entry	
9. Minority Affairs Director	
	8. Exec. Secretary 9
10. Executive Secretary 8	9. Exec. Secretary 8
11. Executive Secretary 7	10. Exec. Secretary 8
12. Secretary 4	11. Secretary 4
13. Receptionist	12. Receptionist
14. Public Info Officer	13. Public Info Director
15. Public Info Officer	14. Public Info Officer
16. Systems Analyst	
17. Data Project Leader	
18. Citizens Advocate	15. Citizens Advocate
19. Assistant Advocate	16. Assistant Advocate
20. Assistant Advocate	17. Assistant Advocate
21. Neighborhood Specialist	18. Neighborhood Specialist
TOTAL PEOPLE: 21	TOTAL PEOPLE: 18

EMP NO.	NAME	EMPL TYPE	SEX CODE	RACE CODE	LB GD	OCC NO.	HOURLY RATE	ANNUAL RATE	BRTH DT SERV DT	JOB CAT	W/C CD UNION
						PARKING ADMINISTRATOR			02-25-45		9410
4659	ANDERSON, KAREN LOUISE	01	F	01	13	15950	12.0719	25,109.55	01-09-89	01	EXPT1
						PARKING CONTROL OFFICER II			05-14-49		7720
1539	MARVIN, REBECCA K	01	F	01	8	16000	9.1500	19,032.00	12-01-75	04	2569
						PARKING CONTROL OFFICER III			12-09-49		7720
2477	TAYLOR, DEBORAH K	01	F	01	7	16100	8.5400	17,763.20	05-01-80	08	2569
						BOOKKEEPER/SECRETARY			12-03-52		8810
1582	HATCH JR, SAM	01	M	02	5	2780	7.9100	16,452.80	03-09-77	08	2569
						PARKING CONTROL OFFICER IV			08-05-52		7720
2949	BAULKEY JR, HOWARD N	01	M	01	4	16110	6.7200	13,977.60	09-30-85	06	2569
						PARKING CONTROL OFFICER IV			01-27-62		7720
4337	STEIGERWALD, TERI LYNNE	01	F	01	4	16110	6.7200	13,977.60	05-09-88	04	2569
						UTILITY PERSON			03-11-51		9015
4644	GOLDEN, CINDY ANNE	01	F	01	4	24150	6.7200	13,977.60	12-06-88	08	2569
						ATTENDANT			03-01-35		8810
1581	GUY, LOUISE L	01	F	02	3	2550	6.5800	13,686.40	02-28-77	06	2569
						ATTENDANT			08-01-63		8810
4326	WEISSER, GREGORY M	01	M	01	3	2550	6.1000	12,688.00	05-16-88	08	2569
									06-11-59		9410
3886	SMITH, KID COY	01	M	01			9.1500	19,032.00	05-12-87	08	2569
						ATTENDENT			01-15-27		8810
2964	UEBELHOER SR, JAMES E	03	M	01		2550	5.2600	.00	10-14-85	06	N/E
							84.9219	165,696.75			11

*CONTROL-4-CODE 132
*CONTROL-4-CODE 132

08/08/88
12:26

PARKING ADMINISTRATION FUND 132:

			1989 PROPOSED BUDGET	1988 APPROVED BUDGET	INCREASE/ (DECREASE)	1987 ACTUAL EXPENSES
132	Civic Center Parking	4100	33,221	36,960	(3,739)	16,399
CP61	Garage 1	4200	4,130	6,896	(2,766)	2,119
		4300	134,645	275,856	(141,211)	115,722
		Subtotal	171,996	319,712	(147,716)	134,240
		4400	0	24,000	(24,000)	0
		Dept Total	171,996	343,712	(171,716)	134,240
132	Civic Center Parking	4100	108,562	70,253	38,309	66,760
CP62	Garage 2	4200	4,080	6,896	(2,816)	1,149
		4300	58,600	93,874	(35,274)	43,464
		Subtotal	171,242	171,023	219	111,373
		4400	125,000	100,000	25,000	122,211
		Dept Total	296,242	271,023	25,219	233,584
132	Meter People	4100	40,586	0	40,586	0
MAID		4200	1,090	0	1,090	0
		4300	0	0	0	250
		Subtotal	41,676	0	41,676	250
		4400	0	0	0	0
		Dept Total	41,676	0	41,676	250
132	Street Parking Meters	4100	52,918	55,269	(2,351)	31,749
MTRS		4200	2,850	5,508	(2,658)	2,971
		4300	50,000	56,700	(6,700)	52,643
		Subtotal	105,768	117,477	(11,709)	87,363
		4400	0	0	0	0
		Dept Total	105,768	117,477	(11,709)	87,363
132	Parking Administration	4100	76,687	50,990	25,697	41,965
PAOF	Office	4200	1,530	1,750	(220)	514
		4300	10,885	15,435	(4,550)	1,948
		Subtotal	89,102	68,175	20,927	44,427
		4400	0	0	0	0
		Dept Total	89,102	68,175	20,927	44,427

JOB DESCRIPTIONS
PARK DEPT.

I. New Position: Supervisor of Landscape Design

II. Major Area(s) of Responsibility:

Plan, develop and implement new landscape features, revisions to existing features including design development, specifications and graphics.

III. Service Impact:

This position will provide consistency, quality control and effective long range planning for all park and facility landscaping.

The most visible and hign impact feature of any park is the quality of its landscaping.

IV. Economic Impact:

Future growth and expansion, especially of garden developments, include a strategy for donor support of developed features and long term maintenance.

I. New Position: Manager of Development

II. Major Area(s) of Responsibility:

Responsible for developing and implementing strategies to generate non-general fund resources to support Park and Recreation programs, projects and capital resources.

III. Service Impact:

This person will assist in identifying programs and services having appeal for sponsorship support, identify prospects and solicit their support.

IV. Economic Impact:

It is expected the position will be 100% self supported the 1st year, generate moderate surplus the second year, and provide an excellent revenue stream in future years.

I. New Position: Manager of Planning

II. Major Area(s) of Responsibility:

This position is responsible for revisions and updates of the Park Master, Capital Improvement Plan including all necessary assessments, demographic studies, cost estimates and schedules.

III. Service Impact:

This person will coordinate closely with the Department of Community and Economic Development concerning development plans, annexations and street/alley vacations. In addition to development, rehabilitations, and capital plans this person will assist with risk management plans, employee training, marketing coordination and budget preparation.

IV. Economic Impact:

Future development and program planning is focused on surplus revenue generation. Good planning, based on detailed market research, will provide guidance and direction for future, efficient growths.

I. New Position: Supervisor of Athletics

II. Major Area(s) of Responsibility:

Plan, develop and implement new and expanded athletic/ sports programs for targeted groups in the community.

III. Service Impact:

This position will develop and manage new and/or expanded athletic programs in the following areas:

a. High school, junior high school, and post high school girls softball programs.
b. City volleyball championships.
c. Youth and adult soccer leagues.
d. Youth sports camp.
e. Flag football league.
f. "Over 40" and "Over 50" league and competition programs in a variety of sports.
g. Junior high and high school boys volleyball.
h. Clinics, camps, and instruction for specialized "olympic" type sports (i.e. cycling, archery, rhythmic gymnastics, synchronized swimming, canoeing, etc.)

In addition this position will help with the coordination and management of some existing services and programs such as the junior tennis league, Senior Games, and White River Park State Games.

IV. Economic Impact:

There will be no net cost to the Department for this position as it will be fully supported by revenues from fees and charges for the various leagues, programs, and activities. It is expected that earned income will support the position by 50% during first year while the new/expanded programs are organized and introduced; increase to 75% the second year; and reach 100% or greater the third year and beyond.

I. New Position: Supervisor of Arts and Crafts

II. Major Area(s) of Responsibility:

Plan, develop, and implement a year around program of creative arts opportunities for all age groups in the community.

III. Service Impact:

This new position will replace and expand the duties and responsibilities of the current Arts and Crafts coordinator assigned to the Senior Citizen Center. The new job will enable the Department to effectively coordinate all the creative arts related activities now provided and to expand the number and type of programs offered to other age groups and population segments.

Management and supervisor of the following existing services will be consolidated under this position:

a. Arts and crafts programs at the Senior Center.
b. Arts and crafts programs on the playgrounds and fun mobiles.
c. Community-wide craft workshops (i.e. Christmas workshop, Easter workshop, etc.).
d. Craft bazaars.

In addition the following new and/or expanded services will be implemented:

a. Creative arts classes for mature adults (age 40-60) using the facilities of the Senior center (ceramics, woodcraft, stained glass, lapidary, weaving, etc.).
b. Work with the Leisure Education Coordinator to incorporate more creative art classes for all age groups as part of the Leisure Education Program offered throughout the community.
c. Initiate special opportunities in various creative art forms for children and youth (especially during the summer).
d. Establish and supervise special interest and hobby groups in the creative arts area.

IV. Economic Impact:

Substituting this new position for an existing position with no net charge in the number of positions means only a small increase in cost to the Department (higher labor grade classification due to more responsibility).

Even this cost increase should be offset, however, with increased revenue from the new and additional programs and services. Essentially all the costs of this position should be covered by net revenue generated through the supervised programs and activities.

I. New Position: Supervisor of Arts and Entertainment

II. Major Area(s) of Responsibility:

Direct the operation of the Foellinger Theatre and plan, develop, and implement a variety of performing arts programs for various target audiences.

III. Service Impact:

This position will provide continuity and effective long range planning, programming, and marketing for the Foellinger Theatre enabling the Department to increase our services, revenue, and overall financial picture at the Theatre.

Also, this position will assume supervision and provide general direction, coordination, assistance with the following Departmental services:

a. Free rock concerts
b. Freimann Square programming
c. Entertainment/Performing Arts activities associated with the travel program, group picnic program, Senior Center, and special events.

In addition this position will enable the Department to provide the following new and/or expanded services:

a. More neighborhood based concerts and entertainment during the summer.
b. Instructional, competition, and "showcase" opportunities for children and youth in various performing art forms (i.e. vocal music, dance, drama, etc.).
c. Community-wide dances (i.e. teens, '50's and '60's, square dance, ball room, etc.).
d. Group participation opportunities in performing arts as a recreational activity for adults (such as the Community Band).

IV. Economic Impact:

Approximately 50% of the cost of this position will be offset with new and additional revenue generated at the Foellinger Theatre and through some of the other new and expanded services. It is also expected that this position will be successful - working in conjunction with the Marketing Division - in soliciting and obtaining full or partial sponsorships for many of the performing arts programs and activities, thus further reducing the net cost of this position.

When considering all the services provided and the total number of participants spectators served, the net cost per participant for this position will be extremely low and one of the best "bargains" the Department can provide.

I. New Position: Supervisor of Leisure Education

II. Major Area(s) of Responsibility:

Plan, develop, and implement a year-round program of adult recreation classes, seminars, and workshops in a variety of leisure-related topics.

III. Service Impact:

Having a full-time employee assigned to this program area will enable the Department to greatly expand our previously limited schedule of leisure education opportunities to the community.

This program expansion will also allow the Department to better serve the mature adult population segment of the community (primarily ages 40 to 60) which we do not currently reach with most of our services. Marketing research shows that this population segment is not only one of the fasted growing but also has an increasing amount of leisure time and discretionary income.

In expanding the current program we will utilize existing Parks and Recreation buildings (including pavilions and the Senior Center) as well as other community facilities (such as schools and churches). The supervisor will work closely with local secondary schools and colleges in order to coordinate classes and schedules and avoid duplication of services.

IV. Economic Impact:

The net economic result of adding this position will be a very positive one. Because the leisure education classes and programs will have fees associated with them, enough revenue will be generated to cover all the costs of the program including the supervisory position. We are projecting a 50% return (revenue vs. costs) while the program gets established and a 100% return the second year. It is possible that the program may generate a small profit for the Department in future years.

Also, in essence we are substituting this new full-time position for an existing position so there is no net charge in the number of positions. We are eliminating one Supervisor of Recreation position (Director of Miner Center) and the person (Helen Hicks) holding that position is being trained to assume this new position. Since there is basically no revenue generated through Miner Center program we will be replacing a fully subsidized position with a fully revenue supported one.

I. New Position: Assistant Recreation Supervisor (Senior Center)

II. Major Area(s) of Responsibility:

Plan, develop, and manage a comprehensive schedule of activities and services for older adults at the Senior Citizens Center.

III. Service Impact:

This position will provide the Department and the Center continuity, effectiveness and efficiency in planning and implementing the programs and activities at the center and greatly improve the quality and quantity of services there. Duties of two (2) part-time positions will be consolidated into this new position; some responsibility shifted from the Center Director to this position; and some new and/or expanded program duties will be added.

Specific accomplishments resulting from this new position will include:

a. Responsible management of the Center during times when the Director is not in the building.
b. Improved quantity and quality of programs and services to seniors as a result of better planning and marketing.
c. Better utilization of the facility with increased late afternoon, evening, and weekend programming for senior and non-senior groups.
d. New and expanded programming in the areas of recreation and education.
e. Pre-retirement programming.
f. Increased contributions and visibility of the Senior Endowment Fund.

IV. Economic Impact:

Full cost of this position will be tempered somewhat partially due to cost savings (reducing the demands on part-time employees) and partially due to increased revenue (more programs and activities). It is estimated that when combined, these two factors will equal 50% to 60% of the cost of the position, leaving 40% to 50% of the cost of this position as a net increase to the Department's budget. It is possible that in the long run the growth of the endowment fund, success of the pre-retirement programs, and popularity of new programs and activities could reduce this deficit further.

The following text is to be added to the Zoning Ordinance.

ARTICLE IX. MISC. PROVISIONS

This section of the City of Fort Wayne Zoning Ordinance shall contain miscellaneous provisions not contained elsewhere in the text.

Section 33-33 Administrative Approval of Amendments to Development Plans.

(a) This procedure shall only be applicable in the following designated districts, when a Development Plan is required: RA, RB, B-2, IA, P.O.D., P.U.D., RGO and MHP overlay district.

(b) Amendments to previously approved Secondary/Final Development Plans, or to Secondary/Final Development Plans as Amended, may be approved by administrative action without requiring Plan Commission approval only in cases where:

1) A Secondary/Final Development Plan or a Secondary/Final Development Plan as Amended has been previously approved by the Plan Commission, and applicable Improvement Location Permits have been issued;

2) A request for amendment is filed together with any and all of the information specified in the requirements sections of the applicable district, which is pertinent to the proposed amendment;

3) Such amendment proposal is accompanied by properly executed application forms and filing fees;

4) Such proposed amendment shall not violate any provision of this chapter, nor any conditions placed upon the previously approved development plan by the Plan Commission;

5) The proposal is not contrary to the general intent of this chapter as it applies to the specific district;

6) Such amendment shall not provide for any reduction in required yards, required open space, or required landscape areas;

7) Amendments to a Development Plan to increase the height of any structure may not be approved administratively;

8) Such amendment may provide for the following exceptions, if all above conditions are met:

a) A one-time addition may be approved providing it does not exceed a ten percent (10%) increase in gross floor area, or 1000 Square feet, whichever is less;

b) The "building footprint" may be shifted up to five feet in any one direction;

c) Accessory structures, if permitted within that zoning designation, may be approved.

(c) Any proposed amendment which does not conform to these provisions shall be processed in the same manner as a Secondary /Final Development Plan submittal.

SECTION 33-34 PROHIBITED USES, SPECIFIED DISTRICTS

(a) Outdoor display shall be regulated as follows:

1) In R-1, R-2, R-3, RA and RB districts, unless otherwise permitted, outdoor display, as defined herein, shall be prohibited.

2) In B1A, B1B, B3A, B3B, and B4 districts, outdoor display shall be prohibited within 75 feet of the front property line, except in conjunction with the following uses when permitted in that district:

a) Motorized vehicle sales;
b) Recreational vehicle sales including boats, trailers and mobile home sales;
c) Service stations including automobile accessory stores;
d) Plant nurseries; (Only live plants may be openly displayed within 75 feet of the front property line.)
e) Agricultural implement sales;
f) Open lot Christmas tree sales;
g) Cemetery monument sales

3) In POD, IA, or PUD districts, outdoor display shall be prohibited.

4) In B2A, B2B, B2C or B2D districts, outdoor display shall be prohibited within 75 feet of any perimeter property line of that district.

5) In M1, M2, and M3 districts, the following shall apply:

a) outdoor display shall not be permitted within any required front yard;

b) outdoor display shall be permitted in the required side and rear yards as an accessory use that is clearly incidental to a permitted main use.

6) Special event, sidewalk, tent and other special sales may be held up to four (4) times a year in districts

permitting business uses for a maximum of ten (10) consecutive days per event, per calendar year. Each ten day period or fraction thereof shall count as one of the permitted times.

(b) Outdoor storage shall be regulated as follows:

1) In any residential district, outdoor storage shall be prohibited in the required front yard and appliances shall not be stored on unenclosed porches. Required side or rear yards may be used for the keeping of firewood and trash containers for household use only.

2) In any non-residential district, outdoor storage shall be prohibited in the ~~required~~ front yard. *except in "M" Districts which do not abut residentially zoned property. Outdoor storage shall be prohibited in the required side or rear yards unless contained within a landscape screen meeting the requirements of the landscape standards as adopted by the Plan Commission, and on file in the office of Community & Economic Development. Nothing herein contained shall be contrary to the provisions set forth in 33-34.

Section 33-35 thru 33-40 are RESERVED.

Amendment to Section 33-3 DEFINITIONS

* Move to line 8 (Rest of sentence that is underline)

C& ED COMMUNITY & ECONOMIC DEVELOPMENT

MEMORANDUM

TO: City Council

FROM: Greg Purcell, Director, Community & Economic Development

DATE: July 26, 1989

SUBJECT: Management Perspective

Recent Council discussions on the Salary Ordinance have tended to imply that management and middle-management staff (the so called exempt employees) have been walking away with "major" wage and benefit increases while the rest of the work force has been ignored. I am frankly upset and concerned about this perception, and feel compelled to speak up on behalf of the management and particularly middle-management staff to set the record straight.

While I can only speak for the Division of Community & Economic Development, I think Council members should be aware of the following facts:

Mid Year Increases

We have had 16 mid-year salary increases in this Division over the last 12 months. Ten of these increases have been awarded to bargaining unit personnel with an average increase of $2,640. Six of the increases have been to exempt employees with an average increase of $1,966. In each and every one of the salary increases for exempt employees, there was a turnover in the position, and the additional compensation was necessary to attract a qualified individual from their prior position. The chart below shows the specific increases by position.

Exempt Positions	Labor Grade Change	Old Salary	New Salary	
Planner III, Long Range	n/a	$31,967	$36,000	4033
Planner III, Land Use	n/a	$31,967	$32,500	533
NCE Administrator	n/a	$33,950	$36,000	2050
Office Manager	n/a	$19,205	$20,000	795
Compliance Officer	n/a	$20,113	*$24,500	4387
Economic Dev. Administrative Asst.	8 to 10	$22,000	$22,000	

Total Number of Increases: 6
Total Value of Increases: $11,798
Average Increase in Salary: $1,966

(Continued on Page 2)

Non Exempt Positions	Labor Grade Change	Old Salary	New Salary
Land Use Planner	12 to 14	$24,680	$27,154
Section 8 Coordinator	n/a	$17,377	$19,732
Legal Assistant	9 to 12	$18,540	$23,406
Code Enforcement Officer	10 to 11	$21,570	$22,880
Code Enforcement Officer	10 to 11	$23,275	$24,627
Code Enforcement Officer	9 to 11	$20,321	$22,880
Code Enforcement Officer	9 to 11	$20,321	$22,880
Code Enforcement Officer	9 to 11	$20,321	$22,880
Code Enforcement Officer	9 to 11	$20,321	$22,880
Code Enforcement Officer	9 to 11	$20,321	$24,128

Total Number of Increases: 10
Total Value of Increases: $26,400
Average Increase in Salary: $2,640

Take Home Cars

The infamous "take home" cars have been the fodder for considerable discussion of ways to cut cost. Last year, C&ED along with a number of other departments, did just that by eliminating cars for six management employees as shown below:

Division Director
Planning Director
HANDS Administrator
Safe Housing & Building Administrator
Economic Development Director
Compliance Administrator

Given that the value in terms of compensation of a car for business and commuting back and forth to work is approximately a $3,000 value, these individuals have taken a $3,000 reduction in compensation.

At this point, the only individuals with "take home" car privileges in the Division are Neighborhood Code Enforcement staff. It makes sense to continue to allow these individuals to have take home car privileges since it eliminates the demand for additional parking downtown, particularly since this department is located outside of the City County building.

It should be noted that only two of the "take home" cars are used by exempt personnel, and six are for bargaining unit personnel.

Management Hours

The most recent IAM contract provides that bargaining unit personnel can work a four day/ten hour per day work week. Accordingly, many managers must be responsible for productivity 50 hours a week from 7:00 a.m. to 6:00 p.m. Monday through Friday.

Being responsible for an additional 10 hours of work by employees each week places a burden on management that is compounded by the fact that 4-day/10-hour employees work approximately 40 fewer hours annually than other employees. The 4-day/10-hour employees receive 10 hours off for each holiday while other employees receive only 8 hours. Thus, managers are expected to provide the public with the same level of service with fewer staff hours each year.

Managers Personal Investment in Morale and Productivity

The management staff of C&ED goes out of its way to boost morale and reward exemplary performance. Twice a year, the management staff hosts a reception for all staff and presents awards for "Employee of the Quarter". Nominations for these awards are submitted by anyone in the Division, and an appropriate commendation, engraved plaque, and $50 in cash is presented to the employee. The reception and awards are paid for out of the managers own pockets with cost contributed on a pro-rata basis determined by salaries.

The point of this memo is not to lament the fate of management staff in this organization, but to point out that there is a genuine concern on the part of the management staff for providing quality services within the limited resources available. The implication that management staff is making considerable gains at the expense of other staff is inaccurate (at least in this Division), and I hope this information will clarify any misconceptions you may have in this area.

gb

Hold for Tues

Communications

Vet Affairs

(1) Freeze Asst Clk Pouch at $25,959.44 for 1990 Passed 8-0

Amendment to Ord

(2) No more than 3 Adm Asst in Mayors Off. Passed 5-3

(3) Motion to do away w/ 2% limitation on LG and go back to original 3.75% Passed 7-1

(4) Delete Supr of Athletics Passed 5-3 OK